

Bradford process for transfer in Child Protection Conferences

IFD receive referral from another authority

If a transfer in conference is requested the following Information is required and should be gathered by the screening Social worker. This information should be received before **the contact/referral is finalised & CPE (temporary CP plan) status agreed:**

1. Is this likely to be a permanent or long term move?
2. Do they have a permanent address in Bradford?
3. Have the family registered with services in the area (education, health and or other services)?

If the answer is yes to all three, the SW will need to request:

1. Record of the ICPC / record of the last RCPC /last core group meeting/ the plan.
2. Up to date chronology.
3. Recent assessment (within last 3 months).
4. The allocated social worker will confirm the safety / suitability of the property / household that the family are moving to in Bradford.
5. An invite list for the transfer in conference.

The IFD will make a decision to accept the 'Transfer in Conference Request' within 1 working day of the contact being received.

If the case is accepted, the record should progress to a referral on LCS and the **following two referral outcomes should be ticked -**

- 1) Single Assessment (C&F Assessment).
- 2) CP Transfer in – Ensure there is an allocated case worker.

The case is not accepted

If the case is not accepted IFD will inform the requesting local authority.

The reasons for non-acceptance would include:

- This is likely to be a temporary move
- The family are not making links to stay in Bradford
- The appropriate documents have not been received
- Legal proceedings/PLO has been initiated in the referring area.

If the case is accepted, transfer in process can start

A notification will be sent to the Locality social work team and the Safeguarding & Reviewing unit.

For the Safeguarding and Reviewing Unit screening process they will need a completed invite list (following liaison with the local authority requesting the transfer in conference).

The Safeguarding and Reviewing Unit will then arrange the conference within 15 working days.

Date and time of the conference is agreed with the Safeguarding and Reviewing Unit at a time convenient to Bradford Social Worker and the Social Worker from current case holding local authority to ensure they can attend.

Initial work by locality social work team

The Bradford allocated Social Worker to liaise with Social Worker from the referring local authority and consider:

- Arranging joint visit to the family – **the initial contact with the Bradford Social Worker should not be at the transfer in conference.**
- Discussion regarding any services / support that need to be accessed quickly that the receiving Bradford Social Worker may have better knowledge of.
- Identifying any participation issues – e.g. the need for an advocate for child or young person or interpreting services.
- Meeting with the children if appropriate in light of ages to understand their wishes and feelings and consider any referral for advocacy service.
- Prepare report for transfer in conference.