



## Children's Trust – International and Domestic Travel

### Foreign Travel

Prior to any social workers travelling abroad consideration should be given to:

- Can the work be carried out by contacting the relevant social care professionals and authority in the relevant country?
- Are there any legal or ethical issues which should be considered including risk assessments or insurance?
- If social worker is registered by HCPC, are they able to practice in the country they intend to travel to?
- Can a relative accompany the child? This should be the first option if possible rather than staff.
- Are there any alternatives to gathering information, for example using Skype or video conferencing?

If the assessment or work cannot be completed outside of the country, then advice should be sought from CFAB. BCC have a contract with CFAB who can organise some social work services abroad including :

- Child Protection Alerts
- Record Checks
- Welfare Visits
- Full Kinship Assessments
- Post Placement Support

CFAB offer FREE advice on 020 7735 8941 and all members of the social work team are encouraged to contact them prior to arranging any foreign travel.

If CFAB are unable to provide the service required and foreign travel is needed, please discuss the reason/situation with your head of service and if they are in agreement, send an email with brief details of the reason for foreign travel, dates, name and DoB to your Area Assistant Director, cc to [cypfcarandtravelrequests@birmingham.gov.uk](mailto:cypfcarandtravelrequests@birmingham.gov.uk) . The Assistant Director will decide and email all back. Then paperwork can be completed and sent to the Assistant Director for authorisation.

All sections of the [International Travel Request Form](#) need to be completed. The form must be submitted at least 2 weeks prior to the date of travel. Requests submitted in less than 2 week will not be considered unless under exceptional circumstances.

Confirmation of bookings will be sent via e-mail to the relevant person and Manager.

### Domestic Travel

If domestic flights are needed, please complete the same process as above.

*CYPF Car and Travel Requests* can book/arrange flights, ferries, Eurostar, train, cars, accommodation and currency.