

Tel:
Fax:

LCS Case Transfer

1. Transfer Summary

Child Protection

If Yes...

Was a Strategy Discussion held?	
Were S47 Enquiries carried out?	
Was a Child Protection Conference convened?	
Date of Initial Child Protection Conference	

If CP conference already held...

Was the child's name ever placed on the CPR or was the child ever made subject to a CP Plan?	
If yes, under which category?	
If yes, when is the scheduled review?	

Legal

If Yes...

What is the child's legal status?	
If yes, date of next CLA review	
Date of next court hearing	
Date by which statements required	
Are the child's current placement details up-to-date on Protocol?	

Child in Need

If Yes...

Date of next planned Child In Need Meeting	
Type of CIN Meeting	
Has a Family Group Conference taken place?	

2. Audit Paper & Electronic Files

Electronic Record

Demographic data is complete and up-to-date?	
Record of professional involvements is complete and up-to-date?	
An up-to-date core assessment is recorded on Protocol?	
All initial and core assessments have been completed (closed)?	

Case Files

The paper file contains hard copies of an up-to-date assessment and plan?	
A new case file has been made up if required?	

Child Protection

The conference report has been completed on Protocol?	
Looked After Children	
Current placement details?	
Placement Information Record?	
Care Plan Parts 1 and 2?	
Medical Information?	
Personal Education Plan?	
4. Record new key worker and team	
Record new location of paper files	
Reassign Role Reason?	
Reassign Professionals	
	<input type="radio"/> Allocated Case Worker Mrs Elaine Andrews
	No tasks assigned to this professional.