**Children First**

**Transfer in workflow chart**

**Temporary CP plans**

* **Originating local authority notifies West Sussex MASH that child/ren subject to CP are staying within our area**
* **Details of the child/ren are obtained – name, DOB, address where stay, duration of stay and concerns**
* **Children are recorded on West Sussex temporary CP list**
* **The child/ren remain the responsibility of the originating Local Authority, advise is provided in writing at this time stating that should they become permanent residents in West Sussex and the originating LA request a transfer in Child Protection Conference, the following information will be required in order for the referral to be accepted;**

**\*Up to date assessment to be used at Child Protection Conference – to include relevant**

**history**

**\*Up to date chronology**

**\*Current Child Protection Plan**

**\*Any other information relevant to support with the Child Protection Planning**

**\*Invite list of the relevant professionals involved from West Sussex**

* Originating local authority social worker makes a referral to MASH for a transfer in conference.
* MASH checks proof of address in West Sussex, including where the child/ren access services such as education and health. These checks need to be completed prior to accepting the referral.
* Originating local authority social worker to provide an up-to-date workbook, child and family assessment, chronology and copies of all relevant information, including the most recent child protection plan before the transfer in is accepted.
* They must also provide email addresses/contact details for all professionals working with the child(ren) and family which need to be invited to the transfer in conference.
* MASH triggers a CFA, completes the transfer in referral, and allocates to FSP within 24 hours.

**Request for Transfer in Child Protection Conference**

**Originating Local Authority and MASH responsibilities**

* Originating local authority social worker makes a referral to MASH for a transfer in conference.
* MASH checks proof of address in West Sussex, including where the child/ren access services such as education and health. These checks need to be completed prior to accepting the referral.
* Originating Local Authority social worker to provide an up-to-date workbook, child and family assessment (within the last month), up to date chronology and copies of all relevant information, including the most recent child protection plan before the transfer in is accepted – (**referral will be closed within 24 hours if this is not provided**).
* They must also provide email addresses/contact details for all professionals working with the child(ren) and family which need to be invited to the transfer in conference.
* MASH completes the referral and triggers a Transfer In outcome and allocates to Family Safeguarding within 24 hours.

By Day 1

**Family Safeguarding responsibilities**

* Family Safeguarding Social Worker books Transfer-In Child Protection Conference within 6 working days from referral and ensures that the originating social worker and all relevant professionals are invited. Transfer-In Child Protection Conference to be held within 15 working days from when the referral is completed by MASH and allocated to Family Safeguarding.
* Family Safeguarding Manager to authorise to complete the CFA on Mosaic, cross-referencing to the assessment by the original Local Authority.

**How to book the ICPC**

* Family Safeguarding Team Manager Decision that Transfer-in Child Protection Conference is required
* From the Child and Family Assessment episode the Social Worker can trigger Initial Child Protection Conference (Transfer In) part 1.
* Social Worker is responsible to request a Transfer in Conference is booked – by Calling CPU on 0330 222 3337 and emailing the booking form to CPU on [cputeam@westsussex.gov.uk](mailto:cputeam@westsussex.gov.uk) and progressing the Mosaic step for the invite list at the time of requesting the conference to be booked

**Invite List**

* Go into “Initial Child Protection Conference (Part 1)” and complete invite list (provided by original Local Authority) and task this to CPU admin
* Social Worker to ensure Initial Child Protection Conference (Part 1): invite list is updated and tasked to CP admin
* Social Worker to complete the action to create the ICPC (Transfer In) part 2 and this is assigned to the relevant notetaking team

**Who to Invite? – Original Local Authority to provide invite list:**

* Parents – both parents, children (where appropriate) and any family or friends that may be involved for support – Advocates and Translators to be requested where appropriate.
* Advocacy Service for all children aged 12 and over
* Education (School/Nursery/Elective home education team)
* Health (GP/School nurse/health visitor/CAMHS/FEDS/Midwife)
* Police on [ws\_psh@sussex.police.uk](mailto:ws_psh@sussex.police.uk)
* Any other involved professionals such as - Probation/Youth Justice Service/CGL/Housing/EH

**Child and Family Assessment**

* Summary of the reason for transfer and risk with the plan to progress to Transfer in Child Protection Conference and cross reference the relevant documents and where they are located on the system.
* Safety Plan section in CFA to be completed
* Joint Visit with Social Worker and Originating LA Social Worker to the Family prior to Conference
* Team Manager to authorise the assessment

By Day 6

**CPU**

* Transfer-In Child Protection Conference slot to be booked, CRO to be allocated
* Invites to be sent

By Day 7

**Family Safeguarding**

* Social worker must share the originating Local Authority conference report and draft outcome focused plan with CRO and professionals 3 working days before the conference
* Original Local Authority Social Worker must share conference report with young person (age appropriate) / advocate and parents at least 3 days before conference

**CPU**

* CPU to send all partner reports to professional invitees

By Day 15