

Best Practice Guide – Transfer of Children from Family Support & Safeguarding Teams to the Children in Care Team

Introduction

This document provides guidance on best practice when children and young people need to transfer from the Family Support & Safeguarding Teams into the Children in Care Team (CiC).

We recognise that it is vital we ensure that there is both continuity of care and clarity of responsibility at each stage of the transfer.

When and how a child or young person will have a change of social workers and transfer across teams

- Children whose long-term care / permanence plan has been agreed through the securing of a full Care Order or via their Child in Care review for children remaining in care under section 20 accommodation, or where the plan for reunification to the family is going to be 6 months plus (at their Child in Care Review) should be transferred to and allocated within the Children in Care Team.
- Agreement and decision to transfer a care to the Children in Care Team may be made at the Permanence Panel, chaired by relevant Heads of Service and or at the Care and Resource Panel chaired by the Assistant Director.

Good Practice Principles

When transferring children and young people to the Children in Care Team the newly allocated Social Worker, child/young person, relevant family members and foster carer/s will be given the maximum information about the transfer and any impending changes, at the earliest possible opportunity. A joint visit to the child between the FS&S social worker and their newly allocated social worker to ensure positive introductions and effective handover will take place once transfer decision has been agreed..

Before a child or young person is transferred, the Family Support & Safeguarding Team Manager and Children in Care Team Manager will jointly quality assure the

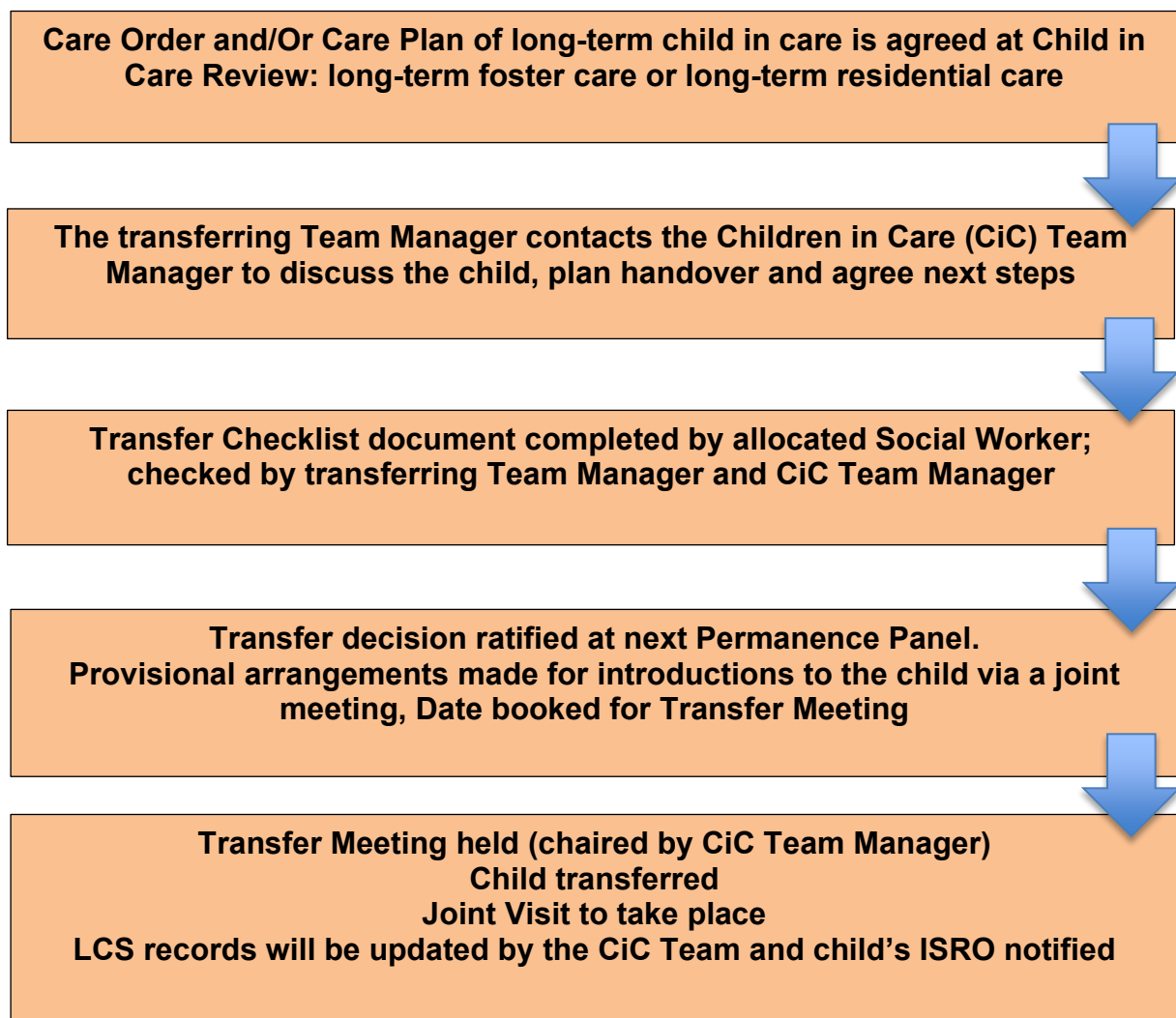


child's electronic record and complete an audit to ensure that all the appropriate documents are in place and up to date.

All Team Managers will give the transfer protocol priority and be flexible in their approach. This will prevent delay and drift which is not good practice for our children and young people.

Any disputes between Team Managers will be referred to their respective Heads of Service for final decision – decision to be provided within 1 week. When a sibling group is transferred to the CiC Team the children will have the same newly allocated social worker, where possible and if in the children's best interest.

Transfer Protocol Flowchart



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