

**Surrey Children’s Social Care**

**Internal Staff Transfer Policy  
  
Owner: Surrey Children’s Services Academy  
Version 2.2**

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**Reviewed by: Clive Seall**

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Table of Contents

[1. Background and Purpose 1](#_Toc125963282)

[2. Scope 2](#_Toc125963283)

[3. Transfer Criteria 3](#_Toc125963284)

[Appendix 1: Request for Internal CSC Transfer 4](#_Toc125963285)

# Background and Purpose

Surrey County Council values its children's social care staff and is committed to supporting their continuing professional development.

In order to support staff to develop their practice, skill and knowledge Surrey Council would like to offer a more straightforward and streamlined approach to transferring into vacancies in other social care teams. It has been acknowledged that previous transfers between teams were informal arrangements and not consistently managed across the various teams and services. A formal policy will provide the clarity and transparency required to give practitioners and managers the confidence to utilise transfer between teams as a development and retention opportunity in Surrey.

The intention is to:

* Have a transparent, consistent and accountable policy and protocol that is easy to use.
* Offer opportunities to staff to develop by moving to a different practice area.
* Retain staff in Surrey for longer.

At a time when retaining staff is a key objective for Surrey, offering simple and straightforward transfers may help to keep Children’s social care employees in Surrey, for longer periods. If there are vacancies in other parts of the service, these should be explored with workers who are considering leaving Surrey entirely. An internal transfer may suit someone who has worked in a particular field for a while e.g., fostering and wants to try working in FST or Assessment. Our research through the Recruitment, Retention and Culture Board has shown that many staff would consider alternative roles in different teams, in order to develop expertise in a new practice area.

Internal transfers should be viewed as positive with workers initiating the process in supervision or a performance conversation, with a genuine desire to work in another team. They will be required to submit a transfer request application, which will need to be endorsed by their line manager. (Appendix 1).

Staff may also have additional reasons for wanting to transfer, such as:

* Better work life balance
* Change in circumstances.
* Resolving workplace conflicts

Unfortunately, sometimes a transfer request might be the result of issues within the current team. This would need to be discussed openly and transparently with the individual and their manager to determine what steps need to be taken prior to agreeing a transfer e.g., mediation. If there are queries about the standards and conduct of the individual this will need to be clearly set out to enable the receiving manager to make a decision.

# Scope

This policy applies to all Family Support Workers, Youth Support Practitioners, Social Workers, Senior Social Workers, Advanced Social Workers, Supervising Social Workers, and Team Managers in the following service areas:

* Assessment
* Safeguarding Adolescents Team (SAT) (Adolescent Service from April 1st 2024)
* Family Safeguarding Teams (FST)
* Looked after Children and Care Leavers
* Children with Disability (CWD)
* Fostering
* Youth Offending Service (YOS)
* Youth Service
* Children’s Single Point of Access
* Targeted Youth Support (TYS) (Adolescent Service from April 1st 2024)
* Early Help

The policy can be used in the following circumstances:

* For Permanent Vacancies only at the same grade or lower (higher graded posts would need to follow the [progression pathway](https://orbispartnerships.sharepoint.com/sites/surrey_childrens_services_academy/SitePages/Social-Work-Career-Progression-Pathway.aspx) for Social Workers and succession planning when moving into management positions).
* For Permanent moves only (practitioners will be encouraged to shadow and meet team prior to requesting transfer).

Additional considerations and review

Individuals on an informal or formal PIP will be unable to transfer until resolution.

The receiving Manager has right of refusal based on the needs of the service. The relevant Assistant Director will have final decision in the event of disagreement. A clear rationale and explanation should be given for the refusal.

The frequency of transfer will be reviewed and agreed on a case-by-case basis, but there should be an ambition to complete transfers in a timely manner. All parties should be kept in the communication loop should delays occur for operational reasons.

Internal transfers may not always be agreed as they need to be considered by current and receiving managers in line with business needs. However, staff will be at liberty to apply externally for posts within Surrey, although this policy should reduce the need for this to take place.

# Transfer Criteria

Transfer requests should be utilised when an employee meets the following criteria:

1. Has been offered alternative employment at another local authority. These social workers will be actively offered the chance to transfer into another team if we want them to remain in Surrey.
2. Is considering leaving Surrey for development opportunities.
3. Have demonstrated a desire to develop or gain skills and knowledge in another team.
4. Are not seeking progression via transfer.
5. Are not subject to any formal or informal HR procedures.
6. Sickness absence has not hit any triggers for concern.

# Appendix 1: Request for Internal CSC Transfer

|  |  |
| --- | --- |
| **Part A: To be Completed by the Requesting CSC Worker** | |
| Name: | Personnel Number: |
| Current Team and Role: | Grade: |
| Name of Line Manager: | Length of Time in Current Role: |
| Request for Internal Transfer to (team/quadrant): | Length of Time in Surrey CSC: |
| Is there a vacancy in this team? Yes/No | I can confirm I have read the Transfer Policy: Yes/No |
| **Tell us why you would like to work in the requested team. What skills, knowledge and expertise do you have to meet the requirements of the post?** | |
| Max 500 words: | |
| **Which areas of practice and continuing professional development would you like to pursue in the requested team?** | |
| Max 500 | |
| **Are you thinking of leaving Surrey County Council?** | |
|  | |
| **Are there any barriers or challenges that you can reasonably foresee in working in the requested team? I.e., location, distance from home, work-life balance, reasonable adjustments, nature of the role** | |
|  | |
| **Is there anything else you would like to add in support of your request?** | |
| Max 300 words | |
| **Part B: To be Completed by the Requesting Workers Team Manager** | |
| **Are in you support of the Request for Transfer? What skills, knowledge and expertise will the applicant bring to the receiving team.** | |
| Max 400 words | |
| **What areas of practice will the applicant need to develop?** | |
| Max 300 words | |
| **Are there any performance or conduct issues that a receiving manager will need to be aware of?** | |
|  | |
| **How many days of sickness absence have been taken in the last two years?** | |
|  | |
| **Part C: To be completed by the receiving Manager:** | |
| **Discussion with Applicant:**  **Discussion with Line Manager:**  **Competitive Interview if more than one request for Vacancy:**  **Decision: transfer accepted/transfer declined**  **Start Date:**  **Reason for transfer decline:**  **Signed: Manager** | |