

TRANSFER PROCESS: LONG TERM/ CHILDREN IN CARE & CARE LEAVERS 2023

1

Where the plan for a child or young person to remain in the care of the local authority has been ratified in Long Term, the case will be added to the transfer list (live document on One drive). Cases for transfer are reviewed on a weekly basis.

2

When a new case is added to the Transfer list (this may not happen every week) this is shared by the Long Term Service Managers with the Service Manager for Children in Care & Care Leavers

3

The CiC&CL Team Managers will identify a named social worker by the following week, and this will be added to the Transfer list on One Drive, and the Long Term Team Manager informed via email.

For some children, a period of coworking between the different teams will be agreed - this decision will be made on a case by case basis and in the best interests of the child.

4

The date of a transfer meeting will be identified within the transfer list and this will be the transfer point. In exceptional circumstances a joint visit, with both the previous social worker and CiC&CL social worker, may be a point of transfer. The date of any such visit will be arranged between the long term social workers and should be arranged within 1 week of a named CiC&CL social worker being identified.

5

The file must be up to date with all relevant documents, information and case recordings at the point of transfer, including a completed transfer summary in order for the case to be reallocated. The long term TM will review the case at the point of the agreed transfer meeting (RCPC/Child in Care/CIN Review) or visit. An email should then be sent to the CiC & CL Team Manager responsible for the case and then this Manager will reallocate the case.

6

If the case is not reallocated by the CiC&CL Team Manager within 1 week of the transfer visit/meeting, the long term TM will contact the CiC&CL TM and, if necessary, reallocate on Carefirst after that time.

