

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

Introduction

This document provides guidance on best practice when children and young people need to transfer from the Central Team (CFT) to the Family Support and Safeguarding (FSS) Teams.

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 have been placed on a Child in Need (CIN) plan where the work plan is assessed will take longer than 8 weeks. Transfer to FSS at first CIN review meeting.
- Children who are placed on Child Protection (CP) plans. Transfer to FSS at first Review CP Conference (to be kept under review & may move to Initial CP Conference if impacting on Central Team capacity)
- Children made subject to Care Proceedings. Transfer to FSS at Initial Court Hearing.
- Pre-Proceedings. Transfer to FSS at Initial Pre-Proceedings meeting/Initial Court Hearing.
- Section 20. Transfer to FSS at Initial Child in Care Review if plan is likely to be long term care.
- 16/17 Homeless. Complete joint housing assessment and transfer to Children in Care Team once long-term care is confirmed as the plan. Transfer at Initial Child in Care Review.

CFT Manager will email a list of children each Monday made subject to the above with dates for point of transfer.

Good Practice Principles

When transferring children and young people to the Family Support & Safeguarding Teams, the newly allocated Social Worker, child/young person, relevant family members/carers will be given the maximum information about the transfer and any impending changes, at the earliest possible opportunity. A joint visit will take place to the family between the CFT and FS&S Social Workers to ensure positive introductions and effective handover will take place once transfer has been agreed.

Before a child or young person is transferred, the CFT Manager will audit the child's file to ensure the following are up to date:

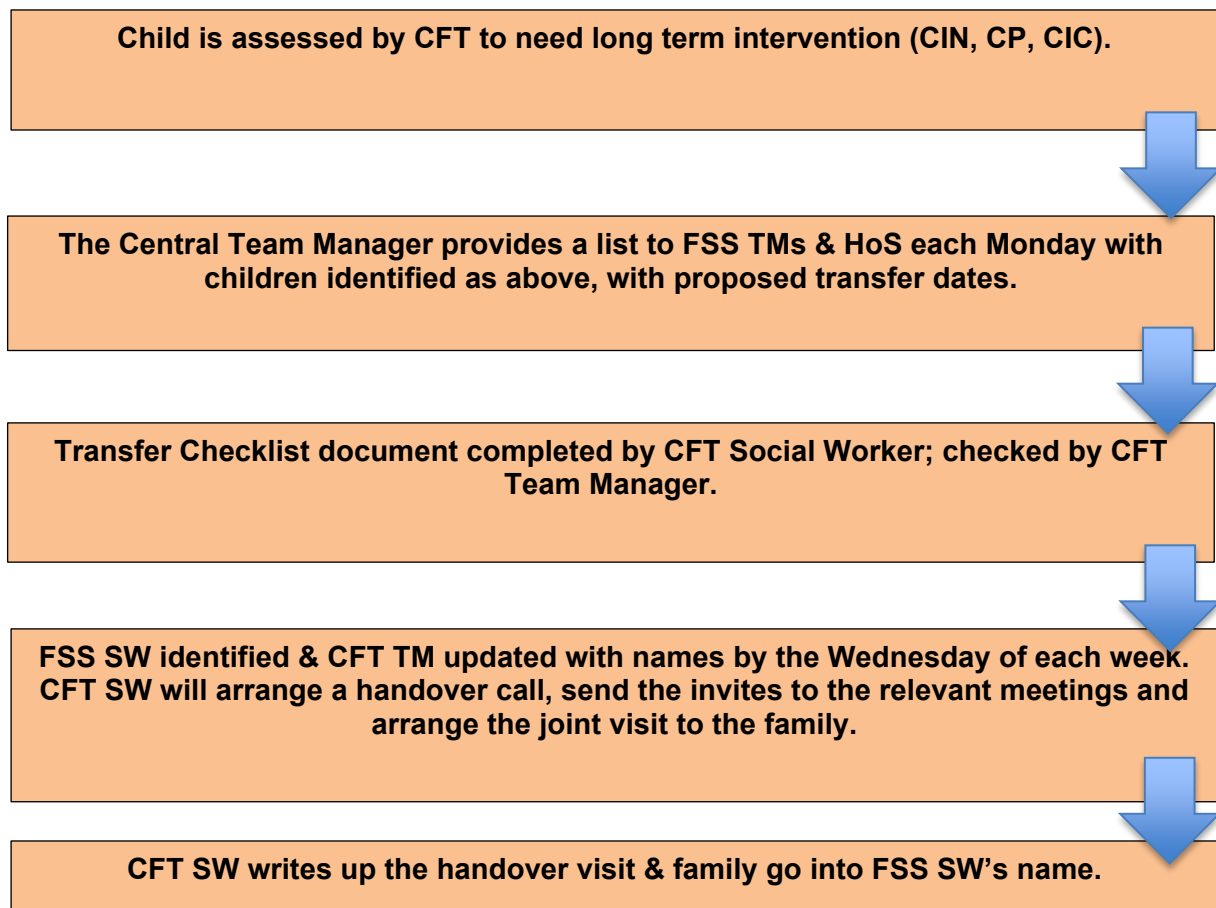


- Chronology started
- Genogram completed
- Case summary
- Child & Family assessment with initial plan

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.

Transfer Protocol Flowchart



Version – March 2024