Transfer in process (Child Protection)

OLA notification received that Child subject to CP plan is residing within Northumberland permanently.
- Request made to the Children's Safeguarding Unit (CSU) for CP transfer in Conference.

CSU to gather relevant information:
- Name/DOB of child/ren, parents and significant others.
- Permanent address within Northumberland.
- Category of CP and start dated

CSU to request relevant documentation:
- Any current assessment including risk assessments, parenting assessments.
- The current CP plan, conference reports and minutes.
- Any relevant legal order or Public Law Outline minutes.
- An evaluation of the implications of the move including effect on risk increase/decrease because of the move
- Any identified special needs including health and education.

- CSU will create the children (if not known) on ICS, flag with CP flag, and create a Contact Record within ICS the same day the request received.
- CSU to upload all relevant documents to ICS once received.

If relevant information has not been received at this stage, CSU to chase this up with relevant Local Authority immediately followed by a further weekly reminder for two weeks.

- Contact record to be reassigned to Team Manager of relevant Locality team to progress if all information has been received.
- If information not received, Contact Record to be closed and CSU to follow up with the relevant Local Authority.

If satisfied with the information the Team Manager to progress referral:
- Outcome of referral to be CP Transfer in and C&F Assessment.
- Referral decision task to be completed and case allocation within 24 hours of referral received.
- Locality team Social Worker to complete a Meeting Invitation Form and DRF, and reassign to the ICPC bookings tray within 48 hours.

CSU to book Conference.
- Confirmation email sent to Social Worker, who informs the relevant Local Authority.
- CSU to send out invites to family and professionals

Social Worker to complete C&F assessment within 15 working days and share with the family.

CP Transfer in Conference