



***These are the terms of reference for Wokingham Children’s Services transfer of cases between Social Work Teams and between Children’s Social care and Early Help services.***

This document forms part of a range of related procedures and should be read in conjunction with the *Case Transfer Policy, Caseload Management Policy, Quality Standards Checklist for case load allocation and the Early Help Step Up/Step Down Procedures.*

Decision-making about risk and the required level of statutory or Early Help intervention is based upon the agreed thresholds known as ‘Levels of Need’.

The Harm Matrix is an additional tool used to assist in the analysis of significant harm and threshold decisions.

**Principles of Case Transfer**

- The right service, at the right level of need is offered to the right children, at the right time.
- Children and their families should experience the least possible transfer points or changes of both team and allocated worker.
- Preparation and understanding of the care plan and risk and protective factors should be shared between teams in order that the transfer of knowledge and care plan aims are well understood between teams and workers.
- Cases for allocated workers can be evenly distributed and where possible issues of the case can be matched to the experience and skill of practitioners in teams.
- A named worker will be provided in a timely way so that preparation of transfer can occur smoothly and that the front door teams (MASH/Referral and Assessment) do not experience a ‘bottle neck’ of work, and in turn children/families do not experience delay in having the care plan and intervention progressed.

**Children’s Social Care Transfer Meeting: Terms of Reference**

Frequency: Friday morning at 9am

Venue: TEAMS

**Attendees:**

<b>Referral &amp; Assessment - Team Manager/ATM (Chair)</b>	Here4U - Team Manager/ATM
Brambles - Team Manager/ATM	CWD - Team Manager/ATM
Conifers - Team Manager/ATM	IEHS - Team Manager/ATM
Compass - Team Manager	

***Agreed Head of Service representation as and when required in order to dip sample workflow and capacity; or to make final decisions on case transfer destination as part of a dispute resolution issue.***

**Aims of meeting:**

- Enable teams to forward plan for cases coming to their teams.
- Identification of worker prior to transfer so that arrangements can be made for introductions to family and the transfer of case without unnecessary delay.
- Ensure consistency of thresholds for cases transferring to IEHS and CIN/CP.
- Early identification of capacity issues in teams.

**Agenda**

The transfer list is circulated **24 hours before the meeting** and this forms the agenda for the meeting. Heads of Service will have prior understanding about capacity in teams and in negotiation with Team Managers will discuss any particular issues that arise as a result of the transfer list cases.