

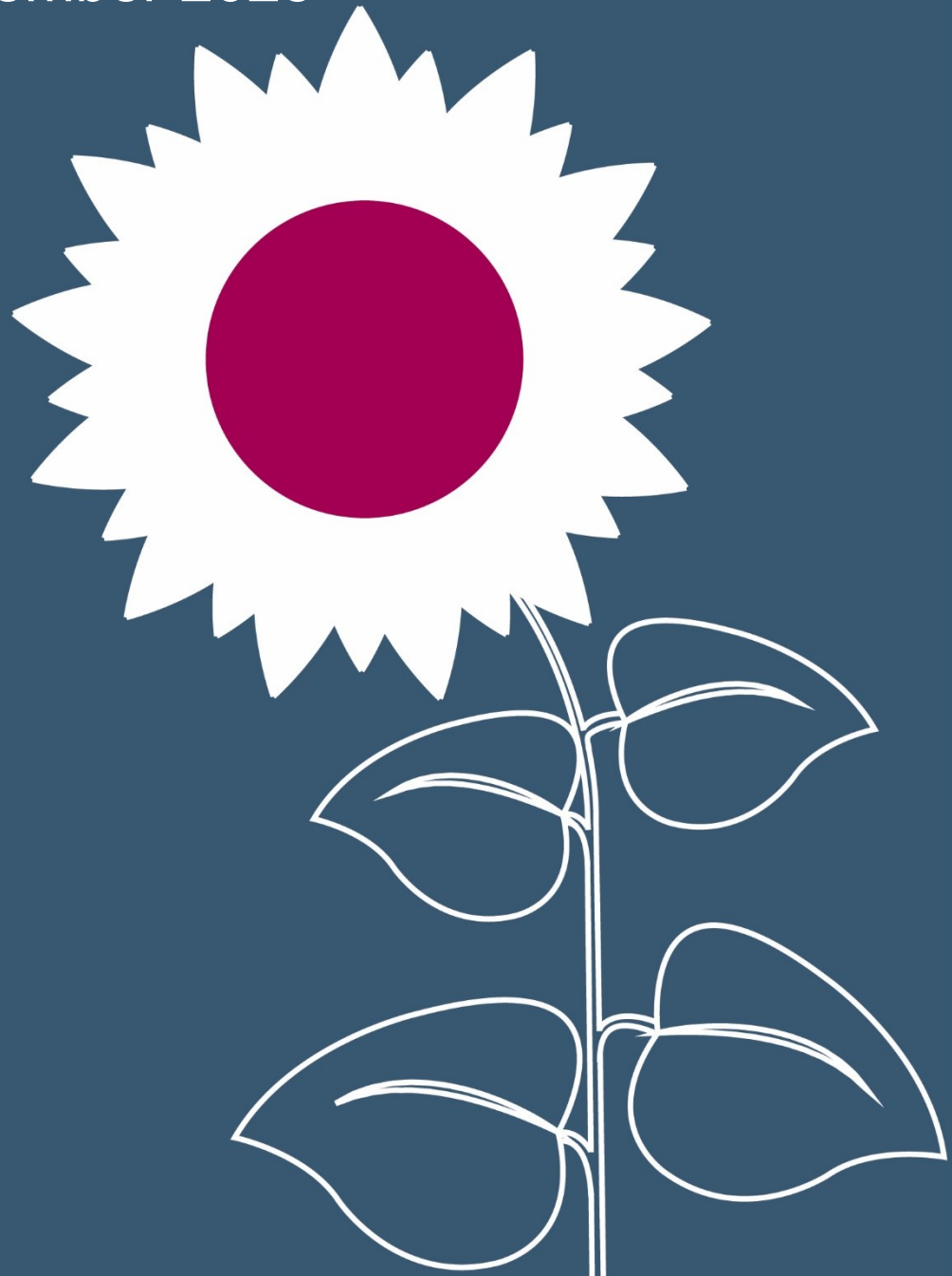


City of
Stoke-on-Trent

Stoke-on-Trent Notification and Transfer of Children Subject to Child Protection Plans across Local Authority Boundaries Procedure

Tri x 4_2_9 (December 2024)

Review December 2025



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Principles

This procedure should be applied with regard to the following:

- i. The child’s welfare and safety are paramount.
- ii. Promoting and creating positive communication and information sharing between referring and receiving local authority areas in respect of children subject to Child Protection Plans.
- iii. Promoting effective Child Protection Plan case transfers to avoid drift and delay for the child and their parents/carers and to ensure children are safeguarded.
- iv. Ensuring services in the local area are identified and offered in a timely manner to children suffering or at risk of suffering significant harm who move across local authority boundaries.
- v. Child Protection Planning is robust and timely and takes account of all available information.

Introduction

At any stage in the process of working with children and families, the parents and/or the child/ren may move into another local authority area.

This procedure is intended to apply to a child and their siblings who are the subject to a child Protection Plan, including unborn children when a family move across a local authority boundary, either on a permanent or temporary basis.

Such moves may be planned and all relevant information shared in advance with the professionals and workers (e.g. health/education) involved with the family and child/children. In these circumstances it is good practice to carry out a joint initial visit prior to any transfer to meet the family with the existing Social Worker.

However, in some circumstances, the move may take place in haste or even as a deliberate attempt to avoid the involvement of, and scrutiny from, professionals and agencies. In these circumstances the agencies involved with the family must always consider the impact of the move on the child/children and assess whether such a move increases risk to the child.

Children who move across local authority boundaries in the following circumstances may be a particular cause for concern:

- A move which is clearly unplanned and which was not notified to services involved with the family.
- Where there is a history of non-compliance and avoidant behaviour from parents/carers.
- Where there is a history of frequent moves.
- A child and family, or pregnant woman, who moves and subsequently does not register with a GP or other relevant health services.
- A child who moves and does not have a school place or whose attendance is irregular.
- Where a transient family elect to home educate their children.
- A child or family who move despite having no fixed abode, e.g. living temporarily with friends, relatives or in temporary accommodation, including bed and breakfasts.
- When either the child or other family members have identified vulnerabilities, e.g. a very young baby, a child with disabilities, a history of domestic violence and abuse, young parents, parental learning difficulties etc.
- Where a parent/carer moves to another a local authority to be closer to a parent/carer/family member who poses a risk to the children or them.

The term 'referring authority' is used to describe the local authority where the family previously lived or moved from, and the term 'receiving authority' is used to describe the local authority area into which the family has moved.

"Home authority" as a term which refers to an occasion when we undertake s47's on children living in our area but subject to an order with their home authority.

Permanent move

A permanent move occurs when there is evidence of a secure housing tenancy with a minimum duration of 3 months. Evidence of the move should be sent to the receiving local authority when the request for the transfer in Case Conference is being made. There is also an expectation that the family will have registered with a medical centre, a pregnant mother has booked in with midwifery services at the local maternity unit and that children are registered/attending school/nursery. These are all indicators that the move is a permanent move and not as part of a transient lifestyle.

Where a permanent address has been secured the transfer-in conference should be convened within 15 working days of written notification of and evidence of the permanent address. It should be noted that responsibility for statutory functions, including visits will remain with Stoke on Trent until such time as a case conference confirms a change in responsibility.

Temporary move into Stoke on Trent

A move would be considered temporary if the family move into a refuge, staffed/supported housing (whilst they are awaiting permanent housing) or residential unit, shared parental care arrangements or living with family members whilst seeking alternative housing/hotel/B&B. These children's details should be sent to ChAD where they will be recorded on Stoke-on-Trent's electronic social care recording system as a child subject to a Child Protection Plan from an outside local authority. Where possible an end date for this arrangement should also be added to the record along with the contact details of the referring officer.

Each month the list of those children temporarily staying in Stoke-on-Trent will be reviewed by the Principal Manager within the Safeguarding and Quality Assurance Service to ensure all information is up to date and relevant.

Uncertainty about whether a move is permanent or temporary should not be allowed to cause a delay in the transfer of the case to services in a new area. **If the family remain in the receiving local authority for more than 3 months then this will be considered as a permanent move (unless the family are being supported through PLO/court proceedings)** and, as such, a transfer-in Case Conference request should be accepted at that point with the transfer-in Case Conference being convened within 15 working days. Whilst a child is temporarily in another area, it remains the responsibility of the referring authority until a transfer in conference has agreed a change in responsibility.

Stoke-on-Trent children on a Child Protection Plan who are visiting another local authority area on a TEMPORARY basis

'Temporary arrangements' include a holiday period (including holidays abroad), regular overnight stays with a family member (including family time with a parent), a move to a refuge or residing in temporary accommodation for whatever reason.

Children Services in Stoke-on-Trent should, where possible before the visit takes place, inform in writing, the local authority in which the child/ren/young person will be staying that there is a child/young person subject to a Child Protection Plan staying in their local authority. This will include:

- The name, address, dates and contact details with whom the child is staying with;
- Dates from and to;
- A copy of the latest Child Protection Case Conference report and a copy of the latest Child Protection Plan needs to be sent for their records;
- The arrangement should be reviewed in line with the Child Protection Plan and the local authority advised accordingly;
- Visiting frequency needs to continue as per the Child Protection Plan and be completed by Social Workers from Stoke-on-Trent;
- Where there is an ongoing arrangement, such as child having regular contact with their non-resident parent, copies of the Child Protection Plan and core group minutes must be sent to the other local authority as and when they are updated;
- Ensure that the other local authority is informed when the visiting arrangement ends.

Requests from another local authority for a 'transfer in' Child Protection Conference to Stoke-on-Trent Children's Services

All requests for a 'transfer in' Child Protection Conference should be made to Stoke-on-Trent's front door service, Children's Advice & Duty service. The referring in local authority need to ensure that the request is in writing and is accompanied by all relevant personal details of the child and other pertinent information as outlined below.

- i. Full details of the child – name, DoB, current address and planned address, gender, ethnicity;
- ii. Details of any siblings – names, DoB, current address and planned address, gender, ethnicity;

- iii. Details of parents and/or carers – names, DoB, current address and planned address, gender, ethnicity;
- iv. Clarification as to which adults hold PR for the child (ren).
- v. Details of extended family members;
- vi. Copy of the genogram and eco-map;

Background information relating to the Child/family:

- i. Reason for the Child Protection Plan;
- ii. Category of abuse or harm;
- iii. Length of time the child has been the subject of a plan;
- iv. Overview of the historic involvement with the child and their family, including any history of previous sibling adoptions or previous periods of being a Looked After Child;
- v. Assessment and intervention work undertaken, completed parenting assessments/ risk assessments/psychological assessments. Specifically including risk of and/or specialist multi-agency intervention pertaining to complex/contextual safeguarding or children missing from home, care or education.
- vi. The details of the organisations contributing to the plan;
- vii. The planned outcomes for the child;
- viii. An up to date chronology of the child's experiences;
- ix. An overview of the child's wishes and feelings;
- x. A copy of the latest assessment undertaken;
- xi. A copy of the initial Child Protection Case Conference minutes;
- xii. Any subsequent reviews;
- xiii. The most recent Child Protection Plan and the minutes of the latest core group;
- xiv. Minutes of any PLO meetings;
- xv. Confirmation that the referring authority has not instigated PLO or made an application to court for a public law order, or in involved in contributing to the evidence in private law proceedings i.e. s7/s37 reports;
- xvi. Confirmation that the child/ren / young person is not subject to an order, such as Care order, supervision order or family assistance order;
- xvii. Confirmation that all key actions from the child protection plan have been progressed within timescale, the transfer should not delay progression of the plan.

Once **all** of the information is received and has been recorded on the electronic social care records system by the team at Stoke-on-Trent's Children Services front door (ChAD), the child/ren will be highlighted as a child subject to a Child Protection Plan from another local authority. They should be highlighted as a child subject to a Child Protection Plan from another authority from the time we are notified they are living in our area not once all the information is received from the list. ChAD use the checklist to advise when documents were received and attach this to documents for each child. Following this they have a conversation with the CSS principal manager to agree to accept and then this is when the contact/referral is concluded with a transfer in conference.

The length of time it can take to receive all of this information can be significant, this is not to delay the transfer in conference, but to ensure that the correct information is passed to the receiving authority so that safety plans and assessments can progress to ensure the child's welfare.

If the referring authority has initiated PLO or proceedings, then they are best placed to conclude this process with a planned and well-prepared transfer once the conclusion of proceedings are determined.

Prior to the request then being sent for allocation, the social work team in ChAD will check Stoke-on-Trent's social care records to ascertain if there has been any historical information regarding the family. This needs to be recorded in the request to the relevant Safeguarding Team in CSS.

The request is sent to the relevant CSS Social Work team for the purposes of:

- Liaising with the transferring local authority social work team;
- Allocation;
- Commence introductions;
- Commence an assessment of the new arrangements for the child;
- Contacting the Safeguarding and Quality Assurance Service to advise that the request for a 'transfer-in' Case Conference has been accepted and request a date for the 'transfer-in' Child Protection Case Conference;
- Receiving local authority sends invites to all agencies for the cp conference;
- Referring local authority must complete a cp conference review report prior to the meeting. This report will be saved to documents.

Responsibility for the Child Protection Plan and visiting requirements will remain with the referring local authority until such a time when the 'transfer-in' Case Conference has taken place in Stoke-on-Trent and a decision has been made regarding the need for Child Protection Planning.

The child's name can only be removed from the originating area at the point when the 'transfer-in' Child Protection Case Conference has taken place and a decision made that case responsibility has been accepted in Stoke-on-Trent.

To make a request for a 'transfer-in' Child Protection Case Conference TO another local authority when the move is permanent

The Stoke-on-Trent Social Worker/ Principal Manager should provide the following information to the Safeguarding and Quality Assurance service:

- i. The address to which the child has moved and confirm whether or not this is temporary accommodation;
- ii. The names of all adults who have moved with the child;
- iii. Adults with whom the child will be living with in the receiving local authority area;
- iv. The reason for the move;
- v. The arrangements made by the Social Worker/Principal Manager to safeguard the child in the receiving local authority area.

The Social Worker/Principal Manager must notify in writing the Children's Services where the child is residing of the move, determine the need for a 'transfer-in' Case Conference, follow the policy and procedure of the receiving local authority and request confirmation that the child has been placed on their temporary list as a child subject to a Child Protection Plan.

However, the following information must to be sent to the receiving local authority by secure email with a request that the receiving local authority acknowledge safe receipt. Where confirmation is not received in 5 days the sender should follow this up.

- i. Full details of the child – name, DOB, previous/current address and planned address, gender, ethnicity;
- ii. Details of any siblings – names, DOB, previous/current address and planned address, gender, ethnicity;
- iii. Details of parents and/or carers – names, DOB, previous/current address and planned address, gender, ethnicity.

Background information relating to the case:

- i. Reason for the Child Protection Plan;
- ii. Category of abuse;
- iii. Length of time that the child has been the subject of a plan;
- iv. Overview of the historical involvement with the child and their family, including any history of previous sibling adoptions or previous periods of being a Looked After Child;

- v. Assessment and intervention work undertaken, specifically including risk of and/or specialist multi-agency intervention pertaining to complex/contextual safeguarding or children missing from home, care or education;
- vi. The organisations contributing to the plan;
- vii. The planned outcomes for the child;
- viii. An up to date chronology of the child's experiences;
- ix. A copy of the latest assessment undertaken;
- x. A copy of the Initial Child Protection Case Conference;
- xi. Any subsequent reviews;
- xii. The most recent Child Protection Plan and the minutes of all of the above;
- xiii. To include the same list as above.

The Stoke-on-Trent Social Worker will notify all relevant Stoke-on-Trent partner agencies that the child/ren have moved out of the area and advise of the forwarding address. Partner agencies should be advised to inform their counterparts in the receiving local authority.

When a date for the 'transfer-in' Case Conference in the receiving local authority has been set, the allocated Stoke-on-Trent Social Worker, or social work representative, of Stoke-on-Trent **must** provide a social work report, initiate the transfer out process on Liquid Logic and attend the 'transfer-in' Case Conference.

Visiting arrangements and case responsibility remain the responsibility of Social Workers from Stoke-on-Trent Children's Services unless otherwise negotiated pending the conference.

The Child Protection Plan should not be discontinued until written confirmation has been given by the receiving local authority that the 'transfer-in' Case Conference has been held and a decision made whether the child remains the subject of a Child Protection Plan.

On receipt of the above written confirmation the Conference and Review Coordinator from Stoke-on-Trent will update the records and discontinue the plan, recording the end date as the date the receiving local authority held the 'transfer-in' Case Conference and the decision was made.

Children on a Child Protection Plan TRAVELLING ABROAD

The Social Worker should:

- Make every effort to contact the family;
- Inform all Core Group members and make a note of any concerns held by any professionals within that Core Group;
- Make a request to the parents/carers for flight numbers, address of the accommodation and all contact details;
- If the child/family do not return to the UK as planned then the Social Worker should discuss this with their Principal Manager and inform the Service Manager;
- A discussion will be required with the Head of Service as to whether a referral needs to be made to contact International Social Services to issue an International Child Protection Alert;
- Consideration needs to be given as to whether a safeguarding visit would be required as to the safety and welfare of the child (this can only be agreed by a Head of Service);
- Consider with the Head of Service whether the child should be considered as missing.

If the child has gone MISSING/their whereabouts are not known

- The allocated Social Worker must report the child missing to the police as 'child missing who is subject to a Child Protection Plan' and fully inform the police of the nature of the child protection concerns.
- The Social Worker must contact and inform all Core Group members who can follow their own child missing protocols.
- The Social Worker must inform the Child Protection Chairperson.
- The Social Worker must issue a national missing alert to all other local authorities or any other local authorities where it is known/believed that the family may have links. This alert will advise local authorities that a child from Stoke-on-Trent who is subject to a Child Protection Plan has gone missing. The alert should include the names and contact details of Stoke-on-Trent's Emergency Duty Team and the names and contact details of the team with case responsibility for the child.
- National alert to be considered, to be agreed by Head of Service.

Action to be taken in cases where there is DISPUTE or DELAY in case transfer

Communication throughout any dispute remains key priority. This communication must be entered onto Liquid Logic with clear timescales set for completion of any outstanding tasks.

For clarity, agreed outcomes will be recorded and shared via email to ensure decision making captured on each local authority electronic recording system.

Until dispute is resolved, case responsibility/oversight and decision making will remain with transferring local authority for the child to respond to any concern or safeguarding issue.

Dispute Resolution Flowchart

Stage 1

Direct discussion should be held between the relevant Principal Manager as a first option to try to resolve any dispute. This should be done through a telephone call as a priority with key points then confirmed in writing.



Stage 2

If through direct discussion between Principal Managers via telephone a resolution or agreement cannot be reached, then contact will need to be established between allocated Service Manager for each local authority within 5 working days. Key points should be confirmed in writing.



Stage 3

If within 10 working days, a resolution has not been achieved then responsibility will transfer to the responsible Head of Service to seek direct discussion in order to achieve resolution.



Stage 4

If at any point risk escalates to require SSCB procedures to be followed, the lead practitioner must inform the SCB in the home authority for the child.

Missing Children: National Alerts with Other Local Authorities or to Specified Local Authorities Only

In some circumstances, practitioners may feel it is appropriate to alert other local authorities or request a national alert to all local authorities, the alert is **not intended for all young people who go missing** but may be for those children/young people that are/or have been missing for a number of days or weeks and are:

- High risk CSE;
- High risk trafficking/NRM referral has been completed;
- Unaccompanied asylum seekers who are permanently missing and their whereabouts are not known;
- Child on a CP plan;
- Where senior managers have agreed that a social media alert can be made;
- Unborn babies;
- Vulnerable families.

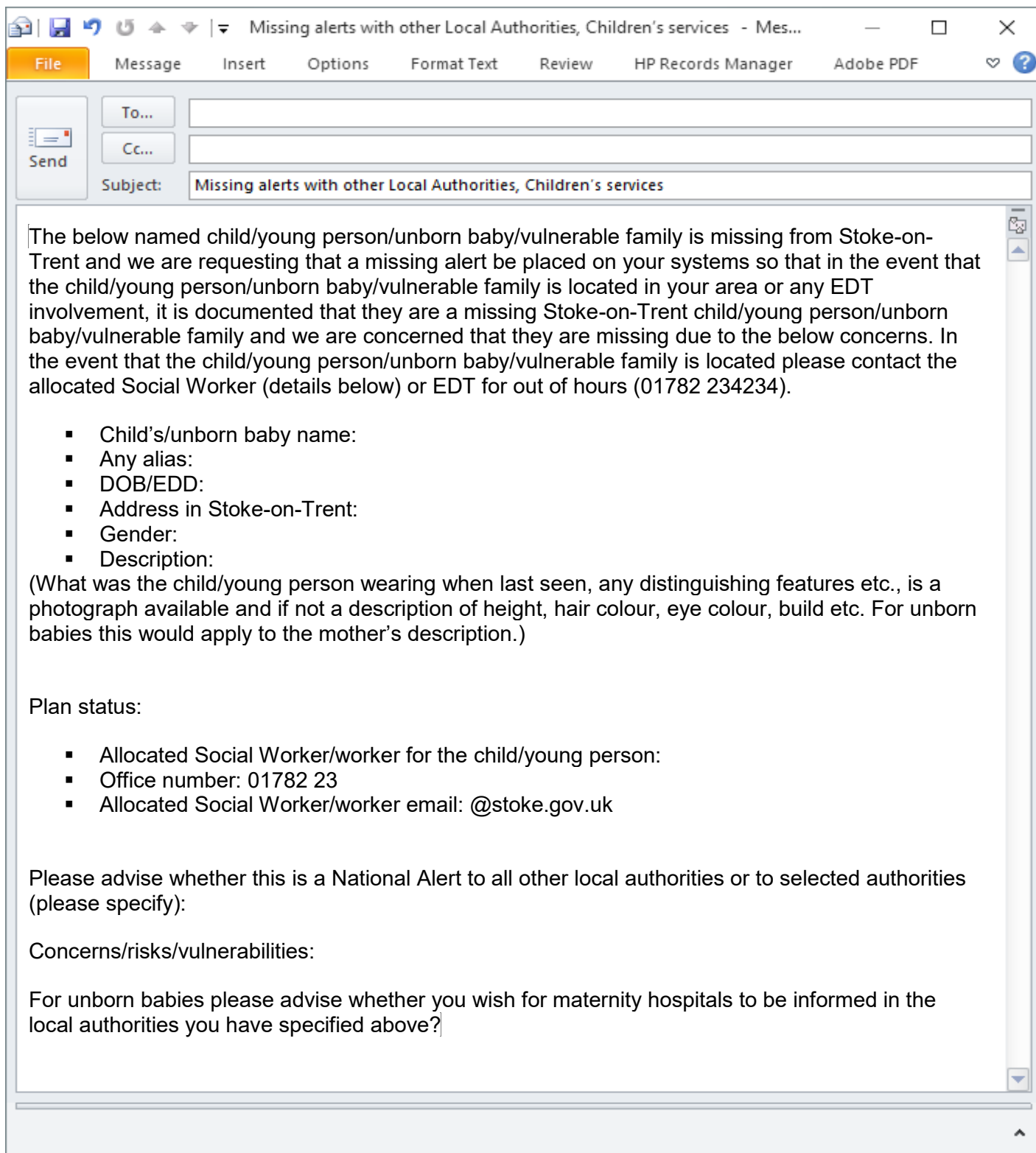
The missing alert is to notify all local authorities or specific local authorities where it is suspected the child may be, or have links via family, friends or associates, to place a flag on their data systems, to advise that they are a child missing from Stoke-on-Trent and if found, to contact the local authority.

A template email has been developed for practitioners to use to provide the relevant details. For unborn babies, other local authorities should be asked to advise their maternity hospitals so that they can be made aware that the unborn child is missing from Stoke-on-Trent and if the mother arrives at their hospital to contact the local authority.

Some local authorities refuse to record this alert however, as the allocated practitioner for the child we can ask them to reconsider their response especially if it is believed that the child/young person is suspected to be in their area, trafficking/CSE links, and relatives, friends or associates are residing in their area.

Email template for practitioners

To send to: CAF – EICSC – Conference & Review Managers



Missing alerts with other Local Authorities, Children's services - Mes...

File Message Insert Options Format Text Review HP Records Manager Adobe PDF

To...
Cc...
Subject: Missing alerts with other Local Authorities, Children's services

Send

The below named child/young person/unborn baby/vulnerable family is missing from Stoke-on-Trent and we are requesting that a missing alert be placed on your systems so that in the event that the child/young person/unborn baby/vulnerable family is located in your area or any EDT involvement, it is documented that they are a missing Stoke-on-Trent child/young person/unborn baby/vulnerable family and we are concerned that they are missing due to the below concerns. In the event that the child/young person/unborn baby/vulnerable family is located please contact the allocated Social Worker (details below) or EDT for out of hours (01782 234234).

- Child's/unborn baby name:
- Any alias:
- DOB/EDD:
- Address in Stoke-on-Trent:
- Gender:
- Description:

(What was the child/young person wearing when last seen, any distinguishing features etc., is a photograph available and if not a description of height, hair colour, eye colour, build etc. For unborn babies this would apply to the mother's description.)

Plan status:

- Allocated Social Worker/worker for the child/young person:
- Office number: 01782 23
- Allocated Social Worker/worker email: @stoke.gov.uk

Please advise whether this is a National Alert to all other local authorities or to selected authorities (please specify):

Concerns/risks/vulnerabilities:

For unborn babies please advise whether you wish for maternity hospitals to be informed in the local authorities you have specified above?

Your reference
Our reference
Date [Click here to enter a date.](#)



City of Stoke-on-Trent

[Click here to enter address text.](#)

Children and Family Services
Children and Family Service
Civic Centre
Glebe Street
Stoke on Trent

Dear Sir/Madam,

Notification of a child/ren subject to a Child Protection Plan moving to another local authority area

Child's name	
DOB	
Stoke-on-Trent address	
OLA address	
Category of abuse	
Date placed on a plan	

I am writing to inform you that the above-named child, who is subject to a Child Protection Plan in Stoke-on-Trent, has moved to the above address. Their name will need to be added to your temporary list of children subject to a Child Protection Plan. Please write to confirm when this action has been taken.

This is a permanent move and a Receiving in Child Protection Conference is requested. The team responsible for this case in Stoke-on-Trent will provide you with a conference invite list, an up to date conference report and will attend the Receiving in Conference.

For further information please contact the Social Work Team.

Social Worker Name:

Phone number:

Email address:

Principal Manager Name:

Phone number:

Email address:

In all cases Social Workers from Stoke-on-Trent will retain responsibility for the management of the Child Protection Plan prior to any agreed case transfer.

Yours sincerely,

Name

Title, Team

Children's Social Care

@stoke.gov.uk

Telephone 01782 23

Your reference
Our reference
Date [Click here to enter a date.](#)



City of Stoke-on-Trent

[Click here to enter address text.](#)

Children and Family Services
Children's Social Care
Safeguarding Unit
Swann House
Booth Road
Stoke-on-Trent
ST4 4SY

Dear Sir/Madam,

Notification of a Stoke-on-Trent child/ren subject to a Child Protection Plan temporarily staying in another local authority area as part of a co-parenting arrangement.

Child's name	
DOB	
Parent 1 Name DOB	
Stoke-on-Trent Address	
Parent 2 Name DOB	
OLA address	
Category of abuse	
Date of Child Protection Plan	

I am writing to inform you that the above-named child, who is subject to a Child Protection Plan in Stoke-on-Trent, will be temporarily resident at the above address. Their name will need to be added to your temporary list of children subject to a Child Protection Plan. Please write to confirm when this action has been taken.

This is part of an ongoing co-parenting arrangement. The team responsible for this case in Stoke-on-Trent will provide you with an up to date conference report and Child Protection Plan. They will keep you up to date as to the duration of the arrangement.

For further information please contact the Social Work Team:

Social Worker Name:

Phone number:

Email address:

Principal Manager Name:

Phone number:

Email address:

In all cases Social Workers from Stoke-on-Trent will retain responsibility for the management of the Child Protection Plan.

Yours sincerely,

Name

Title, Team

Children's Social Care

@stoke.gov.uk

Telephone 01782 23

Your reference
Our reference
Date [Click here to enter a date.](#)



City of Stoke-on-Trent

[Click here to enter address text.](#)

Children and Family Services
Children's Social Care
Safeguarding Unit
Swann House
Boothen Road
Stoke-on-Trent
ST4 4SY

Dear Sir/Madam,

Notification of a child/ren subject to a Child Protection Plan permanently resident in Stoke-on-Trent temporarily staying in another local authority area.

Child's name		
DOB		
Parent Name DOB		
Stoke-on-Trent address		
Address child will be staying at Names DOBs		
Category of abuse		
Start date of Child Protection Plan	Start date	End date
Length of time child/ren are planning to stay	Start date	End date

I am writing to inform you that the above-named child, who is subject to a Child Protection Plan in Stoke-on-Trent, will be temporarily resident at the above address. Their name will need to be added to your temporary list of children subject to a Child Protection Plan. Please write to confirm when this action has been taken.

The child is visiting family members and the team responsible for this case in Stoke-on-Trent will provide you with an up to date conference report and Child Protection Plan. They will keep you up to date as to the duration of the arrangement.

For further information please contact the Social Work Team:

Social Worker Name:

Phone number:

Email address:

Principal Manager Name:

Phone number:

Email address:

In all cases social workers from Stoke-on-Trent will retain responsibility for the management of the Child Protection Plan.

Yours sincerely,

Name

Title, Team

Children's Social Care

@stoke.gov.uk

Telephone 01782 23