



To:

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Our Ref: GH/jp

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Dear Colleagues

Re: Interim Transfer Policy

I hope you are all keeping well and have managed to take some well-earned rest over the recent bank holiday weekend.

As I hope you are all aware, the Children's Services Leadership Team has been working to ensure that local procedures are updated and refreshed in a timely way to help promote and embed consistent best practice across the service as part of our continuing improvement journey. As we start to move forward with the implementation of the Children's Social Care Transformation Programme focusing on remodelling and systemic practice there are likely to be a number of procedures that will need to be updated further to ensure that align with the proposed new ways of working.

In the meantime, I have recently become aware that there is some confusion across the service in relation to the transfer points for children receiving a service from us. With this in mind there has been a review and update of the current Transfer Protocol and this is attached for your information so that everyone is clear and has a common understanding of what is expected.

Please note that this is an Interim Transfer Protocol pending a further review in accordance with future transformation and remodelling arrangements. Please ensure that you and everyone you work with in your respective teams / service are aware and comply with these arrangements.

Thank you for your cooperation and support with this matter. Your continued hard work is very much appreciated.

Best wishes

Gail Hancock
Interim Director for Children's Safeguarding and Care