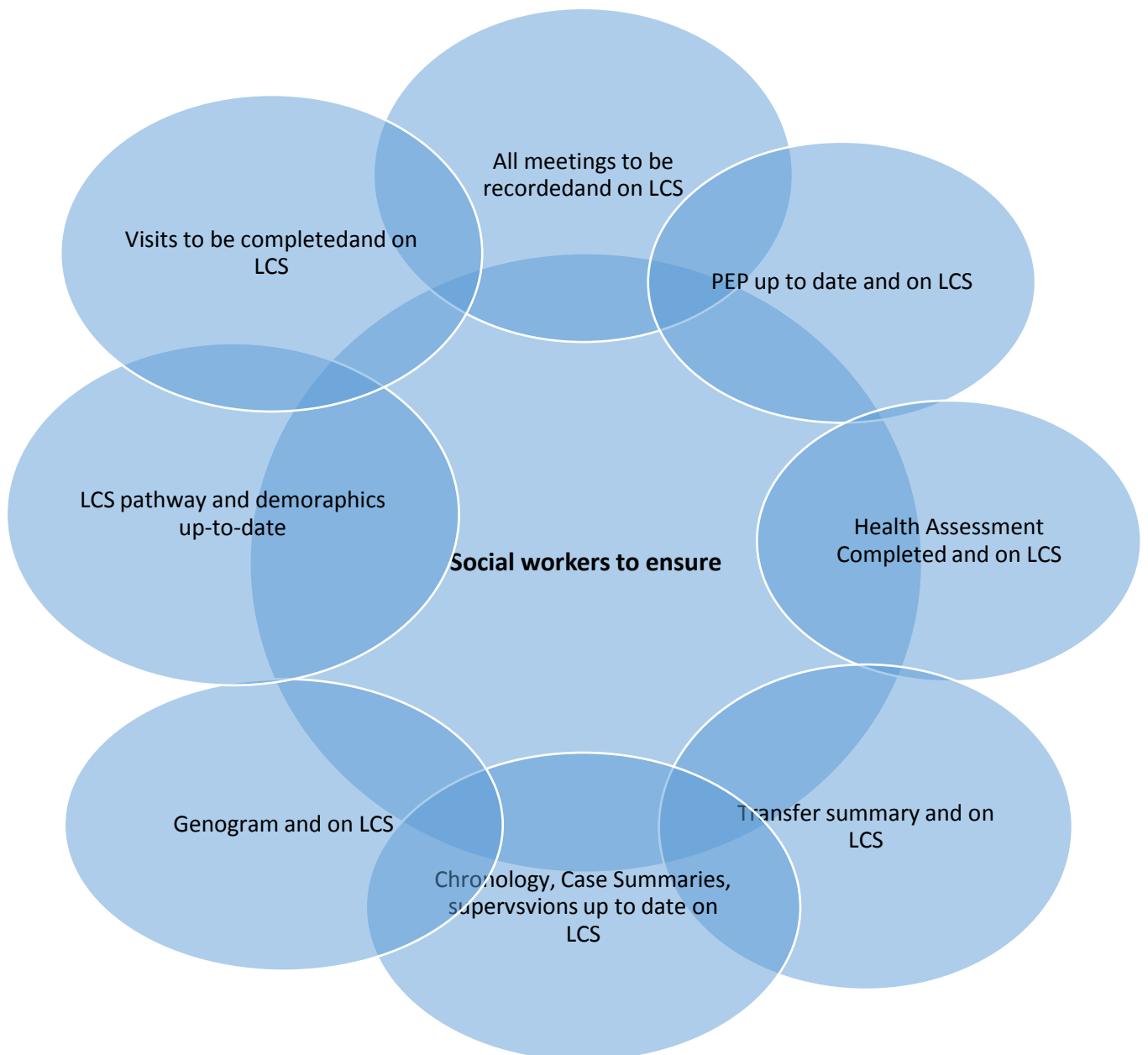




Lancashire Transfer Process

August 2019

Expectations of a Social Worker prior to all transferred cases



TRANSFER PROTOCOL

1. Description

The Children's Social Care Service provides a range of services from within a number of specialist social work teams. In a number of different situations, case responsibility for providing services to a child / young person and their family may move between teams. Cases will be allocated to the team based on the specialist remit of the team. A number of guiding principles underpin this process:

- That transfer of casework responsibility should be carried out with the child / young person and their family's best interests in mind;
- That transfer of cases needs to meet certain standards of recording, assessment and information to allow the receiving service to see any immediate needs, assessments and plans required to keep the child safe;
- That transfer of cases needs to be fully shared with the family, carer and other involved agencies. It is good practice for there to be a handover meeting between the old and new social worker and including the child and family;
- That procedures will not cover every case situation and in exceptional cases it is expected that Managers will negotiate individual decisions based on the child's best interests;
- That in the event of any case transfer proves particularly complex, and cannot be sorted between Managers, then this is referred to the relevant Head of Service for action;
- That if there are specific workload / staffing issues that impact on a case transfer then this is referred to the relevant Senior Manager for action;
- At no point should a child assessed as needing a service be unallocated. Any unallocated cases must be reported to the relevant Senior Manager by the Manager.

2. Transfers

Between Assessment & Safeguarding and CP & Court team

The following cases are to be transferred:

- Where children have become subject to a Child Protection Plan, the transfer will take place at the first ICPC;
- Where a child is made the subject of a child protection plan pre-birth the case will transfer at the pre-birth conference. This should be at the earliest opportunity following the completion of the assessment but not before 24 weeks gestation;
- Where a child also has a LAC status, the first LAC Review must have taken place;

- Children in Need cases where an assessment has been completed and further intervention is required from social care because the child/ren have multiple or complex needs. Cases should not be transferred to the CP & court team if there are needs identified through the assessment that can be met through the use of universal or targeted services and the use of the step-down procedure. Cases will transfer with an outline CIN plan once the assessment is complete.

Between Assessment & Safeguarding/-CP & Court team

The following cases are to be transferred:

- Where children are looked after under section 20 of the Children Act 1989, have not returned home within 28 days, and after the completion of the first review and assessment;
- Where care proceedings have been issued, the case will transfer at the first court hearing.

Between CP & Court Team and the CIOC Team

The following cases are to be transferred:

- Where care proceedings have been completed and the plans for the child involve permanency through a planned return home, long-term foster or residential care, kinship care cases should transfer at point of conclusion of care proceedings. Six weeks before final hearing there should be a pre-transfer discussion between managers and planned handover of the case;

Between the Assessment and Safeguarding Team and CIOC team

- Where children are looked after under Section 20 of the Children Act 1989, have not returned home within 28 days, and after the completion of the first review and assessment; unless there is an imminent established return home plan agreed.

Between the CSW Team and the leaving care team

The Leaving care team will be notified when a young person is 15 $\frac{3}{4}$ and a Personal advisor will be co-allocated

The social worker from the CIOC will remain the lead worker until 18 years old.

3. Transfer Standards

The TM/PM should agree any outstanding work which needs to be completed before the transfer and will discuss the case and agree a time for the case transfer to take place.

In certain cases there should be an agreement between the two managers around a period of joint work, including a joint visit, although if the worker with knowledge of the case no longer works in the team this may not be necessary.

1. All transferring cases **must** have a completed Case Summary form for each child, checked by TM/PM) handing over the case;
2. The ICS Case Transfer Summary must be completed by summarising the department's involvement with the family and services provided/ actions being taken by the worker/ team;
3. The ICS Case Transfer Summary must be authorised by the TM for the team transferring the case;
4. A chronology must be completed to reflect the type of case being transferred;
5. The parent / carer and birth family, together with any other key agency is informed of the transfer of the case in writing and given the new contact numbers;
6. All case notes must be up to date

For Looked After Children

1. All the relevant LAC forms must have been fully completed, and in cases where the child has been in care for 3 months +
2. All cases transferring to another team must have an up-to-date assessment (completed within the last 12 months)
3. Life Story work must have been completed at the point of the final hearing with CLA/YP/Child.

4. Transfer Timescale

Transfer of case responsibility between teams should be completed on the given day if this is not possible communication from the TMS with an agreed date.

5. Re-Referrals

Where a case has been closed by any team and is re-referred within three months, the case will be reallocated directly to the team that closed it rather than being referred to the Assessment & Safeguarding Team.

6. Dispute Resolution

Where a child's circumstances dictate that their assessed needs meet the criteria for more than one service, it is expected that Team Managers in the respective services will resolve any dispute over case allocation between them in the best interests of the child.

In exceptional circumstances where clarification is required or an agreement cannot be recorded, Team Managers will escalate the dispute to their respective Senior Managers to reach a resolution.

7. Expectations of Team Managers

- Ensure work is allocated, when appropriate to their team, in a timely manner;
- Ensure that all case files are up to date prior to transfer;
- They will allocate cases to an appropriate worker in line with their caseloads and experience.

End