

SALFORD SAFEGUARDING CHILDRENS BOARD GUIDANCE:

TRANSFER OF CHILD PROTECTION PLANS FROM/TO OTHER LOCAL AUTHORITY AREA

PURPOSE

This guidance aims to:

- Promote the safe and efficient transfer of child protection cases in and out of the Salford area taking into consideration SCR recommendations
- Promote consistent action and responses to the transfer of child protection cases to and from other Local Authority Areas
- 23 Regional Local Authorities have agreed to adhere to this guidance but with agreement there may be slight amendments to align with their own Local Authority needs.

PRINCIPLES

This guidance should be applied with regard to the following:

- The child's welfare and safety is paramount
- Promoting and creating positive communication and information sharing within Salford, and between Salford and other Local Authority Areas in respect of children subject to child protection plans
- Promoting effective child protection case transfers to avoid drift and delay for the child and their parents/carers and to ensure children are safeguarded
- 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 into the Salford area
- Child Protection Planning is robust and timely and takes account of all available information

PROCESS – TRANSFER OF CHILD PROTECTION PLANS TO SALFORD FROM OTHER LOCAL AUTHORITY AREAS AND REQUESTS FOR TEMPORARY REGISTRATIONS

All requests for a Transfer–In Conference should be received and responded to by the Safeguarding Unit Duty CP Co-ordinator on the day of receipt. Where they are not available the request should be passed to the Service Manager for their attention and action. Where a request is made by telephone by another Local Authority Area, Safeguarding Duty CP Co-ordinator should request that this is put in writing and either securely faxed, emailed or posted to the Safeguarding administration. The Salford Co-ordinator will then complete the template, adding all professionals to be invited from the requesting authority. The Safeguarding administrators will provide a date for a transfer in conference to the Duty CP Co-ordinator who will give this to the referrer on the day, ensuring it is within 15 working days, PROVIDING we have all the relevant information needed from the requesting authority. Duty Co-ordinator will collate relevant information. As a minimum this will include:

Full details of the child – name, DOB, current address and planned Salford address gender, ethnicity

- Details of any siblings – names, DOB, current address and planned Salford address, gender, ethnicity
- Details of Parents and/or carers – names, DOB, current address and planned Salford address, gender, ethnicity
- Background information relating to the case:
 - Reason for the Child Protection Plan
 - Category of abuse
 - Length of time the child has been the subject of a plan
 - Overview of the historical involvement with the child and their family, including any history of previous sibling adoptions or Looked After
 - Assessment and intervention work undertaken
 - The organisations contributing to the plan
 - The planned outcomes for the child
 - If a translator will be required for the Conference.

The CP Duty Co ordinator will then send the referral to the Worried About a Child Inbox, RIAT admin will then enter the contact on Carefirst and

send to the CP and CIN service clipboard, It is also entered on that weeks Transfer meeting to ensure no case is missed and allocation is recorded

The case will then go to the CP&CIN Team who will allocate the case before the Conference date. The Duty Co-ordinator will forward the completed template on the same day they take the request, to safeguarding administration to ensure they enter the details on the system prior to invites being sent out from the Unit.

Safeguarding administrator will send Conference invites out to those professionals listed from the requesting Local Authority without delay ie they will not have to wait for Salford Social Worker to return the template with relevant professionals from Salford to be invited, before invites to initiating authority are sent.

It is the responsibility of the Local Authority requesting the transfer-in to ensure the written follow-up is made in a timely manner. The 15 day timescale for convening the conference will commence upon Salford Duty Co ordinator being satisfied they have all relevant information required for the Conference Template from their authority, and that the address where the child will be living is permanent in Salford.

- Request the responsible Local Authority forward copies of Chronology, the Core Assessment, Child Protection Plan, minutes of the Initial Child Protection Conference, the most recent Child Protection Review Conference and any other relevant assessments or information, including the Section 47 Child Protection Enquiry. If request has not already been made for Temporary Registration by the originating authority, the Duty CP Co-ordinator must ensure safeguarding administration are made aware that day to notify local agencies regarding the temporary registration.

The CP&CIN Social Worker will:

- Establish if Salford holds any historical information in relation to the child, their siblings, their parents or carers and record the information on the relevant format in the child's electronic record
- Liaise with the Safeguarding Unit administrator to request that information is shared to enable all relevant systems in Children's Services and in partner agencies are updated to include details of the child and their status. The Safeguarding Administrator will also establish if the Unit hold any historical

Case Conference History in relation to the family being referred.

- CP & CIN should also identify from the invite template they receive from the Safeguarding Unit, if there are any Salford professionals already involved or need to be invited; including the need for a translator. As a matter of urgency Salford SW should return their part of the invite template to the Safeguarding Administration CPRUinvites@salford.gov.uk
- The requesting LA Education should also notify their counterpart if a named school has been identified in Salford authority for those children subject to Child Protection Plans. If no school has been identified at the point of transfer out, the requesting LA Education should notify the Children Missing Education Team (CME) in Salford Local Authority
- Child Protection Co-ordinator Chair is to consider including in the recommendations following the Initial Case Conference the need to undertake a Core Assessment in Salford

NB - The CP & CIN Team Manager/Social Worker should always give consideration to the need to read the case records held in the Responsible Local Authority area.

Any historical records including chronologies relating to the child or their family in the originating Authority should ALWAYS be accessed and read by the allocated worker in Salford. This will be highlighted by the Conference Chair at the transfer In Conference and actioned where necessary.

TEMPORARY REGISTRATION FOR SUBJECT ON CPP

Where the child and their family are moving to Salford and the planned address is temporary in Salford i.e. a refuge, supported housing provision temporary accommodation, the Child Protection Co-ordinator should clarify the request is to add a child to our Temporary Registration and collate the information as outlined above. The information should then be passed to the Safeguarding Unit Administrator Manager for the Temporary Child Protection Plan, and notifications to Police and Health agencies will be sent.

The Safeguarding Unit Child Protection Co Coordinator will then be responsible for liaising with the Responsible Authority on at least a monthly basis to monitor the progress of the case and continue to confirm plans to secure permanent accommodation in the Salford area. Where a tenancy has been secured the transfer-in conference should be convened within **15 working days** of written notification of the permanent address to Worried About A Child and the Referral and Assessment Admin Team in

Salford, will enter contact and send to CP & CIN Clipboard, in line with the requirements above.

Should a family wish to secure a tenancy in Salford and are temporarily in short term accommodation in another Local Authority, pending Salford Housing accepting Duty of Care , the family should be placed on the Temporary Register in the residing authority until a permanent tenancy is offered or there is an acceptance by Salford Housing. If duty of care is accepted by Salford, a Case Social Worker from Homeless Families Service will be identified.

If after a period of three months the child and their family continue to live in temporary accommodation in Salford, a Transfer-In conference should be arranged once duty of care has been accepted by Salford Housing and a re housing application has been submitted. This will be the responsibility of the CP & CIN team, in line with the requirements.

Responsibility for the Child Protection Plan during the period in temporary accommodation will remain with the responsible authority, i.e. the Local Authority requesting the transfer-in Child Protection Case Conference until the transfer-in Initial Conference has been held in Salford and a decision made.

At the transfer-in Child Protection Conference the Child Protection Coordinator Chair will ensure any gaps in information or the assessment are identified and action taken to address this; this includes the allocated worker completing/updating a Core Assessment. Action and Recommendations should be monitored at future Child Protection Review Conferences until fully completed.

Where Salford as the receiving authority fail to make a recommendation at the transfer-in conference or defers that decision, the matter should **immediately** be brought to the attention of the Referring Operational Practice Manager for swift resolution. The Child Protection Plan in originating LA should not be discontinued, and case responsibility will remain with that authority, including statutory visits to the child. If the decision at the conference is deferred, it must be reconvened again within 15 working days (Day 1 being the first transfer in conference date).

Where a Core Assessment is not completed in time for the first Child Protection Review Conference in Salford, then the Chair should ensure this is recorded in the minutes along with a recommendation for completion in **10 working days**. The Chair should also ensure the relevant operational Practice Manager is notified.

PROCESS – TRANSFER OF CHILD PROTECTION PLANS TO OTHER LOCAL AUTHORITY AREAS

It is the responsibility of the Social Worker, or in their absence their Manager, to notify the Safeguarding Unit administrator when a child who is the subject of a Child Protection Plan is intending to move or has already moved out of the Salford area, whether this is to a permanent or temporary address.

The notification should be made as soon as possible and no later than **one** working day of the information coming to the attention of the Social Worker or their Manager.

The Social Worker or Practice Manager should then establish the following:

- The address to which the child has moved and confirm whether or not this is temporary accommodation
- The names of all adults who have moved with the child and any adults with whom the child will be living in the receiving Local Authority area
- The reason for the move
- The arrangements made by the Social Worker/Practice Manager to safeguard the child in the receiving Local Authority area

The Social Worker will liaise by telephone with their equivalent in the area where the child has moved, providing the required information and requesting a transfer-in conference, if the move is permanent.

This will be followed up in writing by the Social Worker or Practice Manager. As a minimum the following information will be sent recorded delivery or secure Email by the Social Care administrator to the receiving authority:

- Full details of the child – name, DOB, current Salford address and planned address gender, ethnicity
- Details of any siblings – names, DOB, current Salford address and planned address, gender, ethnicity
- Details of Parents and/or carers – names, DOB, current Salford address and planned address, gender, ethnicity

- Full details of the allocated Social Worker and Practice Manager – their name, work address, telephone number and email address
- Background information relating to the case – reason for the Child Protection Plan, category of abuse, length of time the child has been the subject of a plan, assessment and intervention work undertaken, the organisations involved and the planned outcomes for the child
- Copies of the Chronology, Core Assessment, Child Protection Plan, minutes of the Initial Child Protection Conference, the most recent Child Protection Review Conference and any other relevant assessments or information.
- In addition, the Safeguarding Unit Administrator will send a Notification letter to the receiving Local Authority Safeguarding Unit.
- Salford Education to notify their counterpart if a named school has been identified in the receiving authority for those children subject to Child Protection Plans. If no school has been identified at the point of transfer out, Salford Education should notify the Children Missing Education Team (CME) in the receiving Local Authority.

NB – all documents that are sent to other local authority areas should be sent recorded delivery/secure Email with a request that the receiving local authority acknowledge safe receipt; where confirmation is not received within 5 working days, the sender should follow this up.

The Safeguarding Unit administrator will notify Police and Health organisations in Salford that the child has moved out of the area and the forwarding address. It is the responsibility of the Safeguarding Unit to ensure all information is sent and notifications are made in a timely manner. The Social Worker will notify all other agencies involved of the change.

When a date for the transfer-in conference in the receiving Local Authority has been set, the allocated Social Worker in Salford should make every effort to attend the ‘transfer-in’ conference, where this is possible and practical.

The child’s plan should not be discontinued in Salford until written/secure email confirmation has been given by the receiving Local Authority that

the transfer-in conference has been held and a decision made. On receipt of this notification the Safeguarding Unit administrator should:

- Confirm this in writing via email to Police and Health organisations of the de registration.
- Safeguarding admin then update ICS and discontinue the child protection plan, recording the end date as the date the receiving Local Authority held the transfer-in conference and the decision was made in order for the practice Manager to close the case. If a further CPR is booked in, admin notify IT to delete. The receiving authority has a duty to notify Salford in writing of the outcome and Conference minutes are attached.

Where the receiving authority fails to make a recommendation at the transfer-in conference or defers that decision, the matter should **immediately** be brought to the attention of the Referring Operational Practice Manager for swift resolution. The Child Protection Plan in Salford should not be discontinued, and case responsibility will remain with Salford, including statutory visits to the child.

RESOLVING CROSS BOUNDARY DIFFERENCES

There may be occasions where difficulties arise in the transfer of cases between Local Authority areas. It is essential that any difficulties are addressed and resolved as swiftly as possible by the Operational Practice Managers for both authorities.

In the first instance the matter should be addressed by telephone discussion between the Practice Manager in Salford and their equivalent in the other Local Authority area. It is anticipated that most matters will be resolved at this stage. This should be done within **2 working days** of an issue with the transfer being raised.

Where the matter remains unresolved following this telephone contact, either as Salford receiving the request or making the request the respective Practice Manager of the allocated Social Worker should discuss the case with their Service Manager for The Child Protection and Cin Service. It may then be appropriate for them to contact their equivalent in the Local Authority area, either in writing or by telephone (or both) in order to ensure the matter remains live and is resolved at the earliest opportunity. Progress should be reviewed on a weekly basis to minimise the risk of drift or further delay.

Finally where difficulties continue to persist in the transfer, the matter should be referred to the Head of Service. It will be their responsibility to liaise with their equivalent in the Local Authority area and reach ultimate agreement and a clear plan. It is anticipated that relatively few cases should reach this stage.