

Transfer in Policy for Child Protection Conferences for children from other Local Authorities

**Transfer-in conferences**

Transfer-in conferences should take place when a child who is the subject of a [child protection plan](http://westmidlands.procedures.org.uk/page/glossary?term=Child+Protection+Plan&g=wkjN#gl24) moves, or plans to move, permanently from one local authority area to another. **(A permanent move is usually defined as a period of more than 3 months).**

A Transfer-in conference has the same status and purpose and must be conducted in a comparable manner to an initial [child protection conference](http://westmidlands.procedures.org.uk/page/glossary?term=Child+Protection+Conference&g=zkjN#gl27).

The originating Local Authority **(Referring LA)** should inform Stoke on Trent LA that the child is in their area. A contact will be made by SRT and the details of this request will be sent to the safeguarding unit.

The safeguarding unit will collate the information required to load information onto LCS and ensure they create a temporary CP plan with the appropriate category from the date the child/ren has come to stay/live in the area.

The Safeguarding Unit should gather basic information such as the name, DOB, current address, gender and ethnicity and details of everyone in the household. The reason for the CP plan, length and category.

The Safeguarding Unit are to request copies of:

* the most recent 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.
* minutes of ICPC, RCPC, all core group minutes, section 47 enquiry.
* The CP Plan
* Social Work Chronology.
* Genogram
* Have an 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.
* The organisations contributing to the plan.
* The planned outcomes for the child
* Whether any legal advice has been sought by the originating LA and whether PLO has ever been initiated and the outcome

**Organising the Transfer-in Conference**

**Timing**

The local authority children’s social care **for the area the child has moved to** **(the receiving LA**) should convene the Transfer-in conference **within 15 working days** from the date the child moved permanently into the area (or 15 working days from when they were notified in writing) as per the criteria set out in paragraph one of this document.

**Information**

Before going ahead, the Receiving LA should also ensure that the conference has received sufficient information to:

* understand the details of the case
* understand the current [child protection plan](http://westmidlands.procedures.org.uk/page/glossary?term=Child+Protection+Plan&g=wkjN#gl24) and safeguarding arrangements.

The Transfer-in conference must have access to all the information available to make fully informed decisions and develop a robust [child protection plan](http://westmidlands.procedures.org.uk/page/glossary?term=Child+Protection+Plan&g=wkjN#gl24).  To facilitate this the Transfer-in conference should receive comprehensive reports from professionals from the Referring LA , including a report from the social worker in the Referring LA which is up to date and relevant.

Professionals in agencies in the Receiving LA (or is planning to move to) must ensure that the conference has all relevant information from their counterparts in the Referring LA – this may require them to make a request for further information. They should also provide any new information to the conference.

**Attendance**

The conference should be held in the Receiving LA. Professionals from the Referring LA who are significant in the existing [child protection plan](http://westmidlands.procedures.org.uk/page/glossary?term=Child+Protection+Plan&g=wkjN#gl24) must be invited to the conference. Wherever practical these professionals should attend the conference.

**Interim arrangements**

The responsibility for the child and for the implementation of their [child protection plan](http://westmidlands.procedures.org.uk/page/glossary?term=Child+Protection+Plan&g=wkjN#gl24) remains with the Referring LA until:

* the Transfer-in conference has taken place, and
* the receiving LA makes a formal decision about the continuing need for a [child protection plan](http://westmidlands.procedures.org.uk/page/glossary?term=Child+Protection+Plan&g=wkjN#gl24), and
* the decision is confirmed in writing.

During the period before the Transfer-In conference, the Receiving LA should place the child on its database of children subject of [child protection plans](http://westmidlands.procedures.org.uk/page/glossary?term=Child+Protection+Plan&g=wkjN#gl24) from the date of the actual move (or when informed of the move if this is later).

If a family moves to an area that is too far away for the existing Social Worker to effectively carry out home visits and other tasks required by the [child protection plan](http://westmidlands.procedures.org.uk/page/glossary?term=Child+Protection+Plan&g=wkjN#gl24), the Referring LA should make a request to the CAST team who cover the locality of Stoke on Trent the family reside in to assist in meeting their statutory duties. The request by the Receiving LA to assist the Referring LA must be confirmed in writing **within one week** of the family moving. It is the decision of the locality CAST Team to decide whether and how it will assist the Referring LA in performing the statutory functions of the child protection plan.

For the period between the family moving into Stoke on Trent and the Criteria for permanent Residence being met (resident in Stoke for a period of three months) the safeguarding service will make monthly contact with the Referring LA to confirm continued residence of the family in Stoke on Trent to ensure records of Temporary CP plans are up to date.

**Outcome of a Transfer-in Conference**

A Transfer-in Conference will:

* make a decision about the continuing need for a [child protection plan](http://westmidlands.procedures.org.uk/page/glossary?term=Child+Protection+Plan&g=wkjN#gl24)
* arrange for responsibility to be transferred to the Receiving LA (if a decision is made to continue with the [child protection plan](http://westmidlands.procedures.org.uk/page/glossary?term=Child+Protection+Plan&g=wkjN#gl24)).

The Transfer-in conference may transfer responsibility but recommend joint work with professionals from agencies in the Referring LA continues for a time limited period. Where this occurs, professionals must comply with the terms of the revised [child protection plan](http://westmidlands.procedures.org.uk/page/glossary?term=Child+Protection+Plan&g=wkjN#gl24).

The decisions made at a Transfer-in conference should be confirmed in writing.

**Process for Resolving Differences/ Escalation Process.**

It is expected that each authority will reach agreement on transfer requests through timely and respectful application of this protocol. The escalation protocol should be used only when reasonable efforts to resolve differences of opinion or application of the protocol have not been successful in achieving a resolution. If a resolution cannot be reached, the escalation process set out below will be used.   
  
Where the Receiving LA Team Manager does not agree to accept a case, the Referring LA must be provided with a clear written rationale. The receiving Team Manager will make themselves available to hold a case discussion if requested.  
  
The Referring LA will retain responsibility for the case until the escalation process is complete and an agreed way forward is secured.  
  
If agreement cannot be reached **within 15 working days of a request to transfer a case**, this must be escalated to senior managers. At all stages of the escalation process, explanations and rationaleswill be clearly shared in written form.

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