Procedure to request a Transfer in Conference

**SW from Referring LA must notify SRT before child moves INTO Stoke-on-Trent or as soon as possible– on a temporary or permanent basis. SRT to inform Safeguarding Unit. SRT to create a contact on LL..** Contact to be sent to Safeguarding unit via [Safeguarding.unit@stoke.gov.uk](mailto:Safeguarding.unit@stoke.gov.uk)

Who will then contact the referring Local Authority to triage the request using the CRITERIA shown. This should be completed on the date the contact has been received.

**Safeguarding Unit 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. 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. Safeguarding Unit are to request copies of the most recent assessment, minutes of ICPC, RCPC, all core group minutes, section 47 enquiry**

Temporary accommodation that could be a refuge or supported housing and have been there for 3 months. The service manager or Duty CRM to contact the referring authority every month to establish if the child/ren have remained in the receiving in authority. Responsibility for the CP plan will remain with the referring LA. After three months the transfer in conference should be convened once written confirmation has been received i.e. letter or email

**CRITERIA**

Be in a permanent address in Stoke-on-Trent with a tenancy agreement for at least three months to establish that the family intend to stay long term

The Service Manager/Duty CRM should request that the referring LA put the request in writing once the Criteria outlined above has been met

If accepted the Safeguarding Unit will contact the appropriate CAST team and have dialogue with one another and past local authority team if required. Compliance to be agreed at this time also.

CAST Team to go out and visit and complete a C and F assessment – to confirm that threshold is met.

Transfer in Conference to be arranged within 15 working days of the written request being received from the referring local authority

Safeguarding Unit to book Transfer In conference and confirm date with CRM and SW

Child/ren not accepted on CP plan identifying category

Social Worker for the receiving LA to send invite list and conference report to Conference and Panel Co-ordinator

Child/ren accepted on CP plan identifying category

Transfer in conference to be held

Conference and Panel Co-ordinator to send out invites as per their usual procedure and also to the incoming authority