

**London Borough of Redbridge Children's Trust**  
**Outward transfer of cases where children and young people are subject to Child Protection Plans.**

### Introduction

This protocol sets out the actions to be undertaken and the timescales for these actions when transferring a case of a child or young person subject to a Child Protection Plan to another Local Authority and how that Local Authority is expected respond to the request for transfer. During this time LB Redbridge Children's Trust should continue to execute the Child Protection Plan and take the appropriate actions to safeguard the child or young person at all times. The number of days refers to working days.

DAY	ACTIONS	COMMENTS
1	On the first day on which it is known that a child or young person subject to a Child Protection Plan has moved and is living (whether on a temporary or permanent basis) in another local authority's area the allocated social worker phones the receiving authority to inform them that the child or young person has moved and request that an initial ("transfer") conference is convened.	Working Together 5.32
2	The receiving authority must decide within one working day how they will respond to the referral and record their next steps for action	Working Together 5.34
3	<p>The allocated social worker confirms the referral in writing to the receiving authority. This letter must -</p> <ul style="list-style-type: none"> <li>• State the latest date by which initial conference must be held by the receiving authority (Day 3 plus 15 days – see Day 18 below)</li> <li>• State that the plan will be that the case will be closed in Redbridge the day following that conference date.</li> <li>• Request notification, by Day 10, of the date of the transferring in conference</li> </ul>	<p>Working Together 5.33  <b>Standard Letter One</b></p> <p>Working Together 5.83</p>

	<ul style="list-style-type: none"> <li>• Ask for an acknowledgment of the letter by Day 6 (see Day 6 below).</li> <li>• Enclose the following documents <ul style="list-style-type: none"> <li>○ Up to date Core Assessment</li> <li>○ Last Child Protection Conference Minutes</li> <li>○ Child Protection Plan</li> </ul> </li> </ul>	
6	If the above written referral has not been acknowledged within three working days, the allocated social worker must contact the receiving authority again. This contact can be made by attaching the original letter to an email requesting an acknowledgement.	Working Together 5.33
10	If the receiving authority has not confirmed the conference date by Day 10 the team manager will draft a letter to be sent to the named Assistant Director in the receiving authority by Patrick Power Managing Director Children's Trust. The letter will be sent by email and by first class post. This letter should attach the social worker's referral letter and should request that the receiving authority comply with their Section 47 duties and with Working Together.	<b>Standard Letter Two</b>
18	<p>The receiving authority must hold an initial child protection conference by this date. There are <b>no</b> valid excuses for non-compliance with the statutory guidance. The receiving authority does not have a choice about being responsible and cannot decline or decide not to be responsible for the case and the casework.</p> <p>The decisions for the conference are the same as at any initial conference and if satisfied the receiving authority must make its own Child Protection Plan</p> <p>The Redbridge CP Plan ceases on the conclusion of the receiving authority's initial (transfer) conference, regardless of the outcome of that conference.</p>	<p>Working Together 5.83</p> <p>Working Together 5.97 and 5.98 Working Together 5.99 and 5.100 – 5.106</p>

19	(Or the day after the initial (transfer) conference). If appropriate at this point (or, if not, as soon after as is appropriate), close the case in Redbridge. A routine letter to the receiving authority to confirm the case closure should be sent by email and by first class post.	
25	If the transfer has not been completed at Day 10 above plus 15 days the team manager, in agreement with the Service Manager and Head of Service will draft a letter to the Director of Children’s Services in the receiving authority from Pat Reynolds DCS Redbridge with a copy sent to Ofsted. The draft letter should be passed to Patrick Power Managing Director Children’s Trust to give to the DCS. The letter will describe the previous attempts to transfer the case with copies of standard letters one and two.	Working Together 5.83  <b>Standard Letter Three</b>  Ofsted, National Business Unit, 3 <sup>rd</sup> Floor, Royal Exchange building, St Ann’s Square, Manchester, M2 7LA.

## Useful References

### The Children Act 1989

#### 17 Provision of services for children in need, their families and others.

(1) It shall be the general duty of every local authority (in addition to the other duties imposed on them by this Part —

(a) to safeguard and promote the welfare of children within their area who are in need; and

(b) so far as is consistent with that duty, to promote the upbringing of such children by their families,

by providing a range and level of services appropriate to those children’s needs.

(2) For the purpose principally of facilitating the discharge of their general duty under this section, every local authority shall have the specific duties and powers set out in Part 1 of Schedule 2.

(3) Any service provided by an authority in the exercise of functions conferred on them by this section may be provided for the family of a particular child in need or for any member of his family, if it is provided with a view to safeguarding or promoting the child's welfare.

#### **47 Local authority's duty to investigate.**

(1) Where a local authority—

(a) are informed that a child who lives, or is found, in their area—

(i) is the subject of an emergency protection order; or

(ii) is in police protection; .

(b) have reasonable cause to suspect that a child who lives, or is found, in their area is suffering, or is likely to suffer, significant harm,

the authority shall make, or cause to be made, such enquiries as they consider necessary to enable them to decide whether they should take any action to safeguard or promote the child's welfare.

(8) Where, as a result of complying with this section, a local authority conclude that they should take action to safeguard or promote the child's welfare they shall take that action (so far as it is both within their power and reasonably practicable for them to do so).