

TRANSFER OF CHILD PROTECTION PLANS FROM OTHER LOCAL AUTHORITIES

PURPOSE

This guidance aims to:

- Promote the safe and efficient transfer of child protection cases in and out of the Redbridge area taking into consideration Serious Case Review recommendations
- Promote consistent action and responses to the transfer of child protection cases from other Local Authority Areas

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 Redbridge and between Redbridge 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 Redbridge area.
- Child Protection Planning is robust and timely and takes account of all available information

PROCESS – TRANSFER OF CHILD PROTECTION PLANS TO REDBRIDGE 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 MASH in the Child Protection and Assessment Team on the day of receipt. The request is logged on the protocol system and tasked to a MASH manager to authorise. The MASH Managers will liaise with the Service Manager in the Community Social Work Teams regarding the suitability of requests and to ensure that all required documents are received.

The following information is requested from the requesting Local Authority:

- Background history and nature of their involvement with the family
- Nature of support put in place (including any financial packages)
- Multiagency Referral Form
- Copy of last Child Protection Case Conference minutes
- Updated Social Worker's Report
- List and address of all agencies/professionals involved with the family
- Transfer summary
- Current core assessment on ALL children
- Up to date chronology
- Up to date and detailed Child Protection Plan
- Parents/Carer's personal details i.e. name/dob, contact numbers
- Family's religion/nationality/language (interpreter requirements) /ethnicity, gender and D.O.B of ALL children
- Personal network with D.O.B's and addresses and contact numbers attached if known
- Any health & safety concerns that we need to be aware of
- Any other details that will be of further relevance (i.e.: mental health concerns, substance misuse, care history etc.)
- Details of any Court Orders in place or recently expired
- Details of any siblings no longer living in the household and their legal status

If the family is planning to or have moved to Redbridge the following information will be required:

- Reason why family are moving or have moved to Redbridge
- Date of when the family are planning to move/moved to Redbridge
- Clarity as to whether this a temporary or permanent move?
- The name of the Housing Department / Housing Association / Private Landlord responsible for the tenancy
- The name of the person/s on the Tenancy Agreement

The transfer in request will be agreed providing we have all the relevant information needed from the requesting Local Authority and that the request is appropriate. Cases deemed unsuitable would include a case in the PLO process. A new contact is created on protocol to progress to the referral stage; this is then forwarded to the Service Manager, Alastair Fabian for the Community Social Work teams who will allocate the case. The allocated social worker is responsible for arranging the Conference date.

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 Redbridge Children's Services / Safeguarding Service 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 Redbridge.

TEMPORARY REGISTRATION FOR SUBJECT ON CPP

Where the child and their family are moving to Redbridge and the planned address is temporary in Redbridge i.e. a refuge, staying with family for a holiday or temporary accommodation, the Redbridge MASH will clarify that the request is to add the child to the Redbridge Temporary Registration and collate the information as outlined above.

The information will then be logged onto protocol and a new contact created. The CP E tag is then created by the manager authorising the contact. The CP E tag indicates the Child Protection Plan category and the responsible Local Authority. The MASH will write to the social worker to confirm that Redbridge's records reflect the child status in terms of being subject to a CP plan from another Local Authority. The allocated social worker is required to inform Redbridge when the children are no longer subject to a Child Protection plan or have moved out of the area. Notifications of children leaving Redbridge authority will be dealt with in a similar manner whereby the MASH manager will update protocol to reflect the family's circumstances and end the CP E tag.