

Local Protocol:

BLACKBURN WITH DARWEN FRAMEWORK FOR ACTION GUIDANCE:

NOTIFICATIONS AND TRANSFER OF CHILDREN SUBJECT TO CHILD PROTECTION PLANS MOVING FROM/TO OTHER LOCAL AUTHORITY AREAS

1. PURPOSE

1.1 This guidance aims to:-

- Promote the safe and efficient transfer of children subject to child protection plans in and out of the **Blackburn with Darwen** area
- Promote consistent action and responses to the transfer of cases where children are subject to child protection plans to and from other Local Authority Areas

2. PRINCIPLES

2.1 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 **Blackburn with Darwen**, and between **Blackburn with Darwen** and other Local Authority Areas in respect of children subject to child protection plans
- Promoting effective child protection plan 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 **Blackburn with Darwen** area
- Child Protection Planning is robust and timely and takes account of all available information

3. MOVEMENT OF CHILDREN SUBJECT TO A CHILD PROTECTION PLAN TO BLACKBURN WITH DARWEN FROM ANOTHER LOCAL AUTHORITY AREA

3.1 All requests for a transfer-in conference should be received and responded to by the **Admin Team Manager Review and Protection who will pass to the Duty Independent Reviewing Officer (IRO) and will make the child subject to a temporary CP plan** on the day of receipt. Where they are not available the request should be passed to the **Manager of the Review and Protection team** for their attention and action. Where a request is made by telephone by another Local Authority Area, the **IRO** should request that this is put in writing and either securely faxed, emailed or posted to the **Admin Team Manager Review and Protection**.

3.2 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 transfer-in conference will commence upon receipt of the written information.

3.3 Following a request for a transfer-in conference, the IRO will collate relevant information. As a minimum this will include:-

- Full details of the child – name, DOB, current address and planned **Blackburn with Darwen** address gender, ethnicity
- Details of any siblings – names, DOB, current address and planned **Blackburn with Darwen** address, gender, ethnicity
- Details of Parents and/or carers – names, DOB, current address and planned **Blackburn** 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 previous periods of being a Looked After Child
 - Assessment and intervention work undertaken
 - Any legal information
 - The organisations contributing to the plan
 - The planned outcomes for the child
- Request the responsible Local Authority to forward copies of the core assessment, child protection plan, minutes of the Initial Child Protection Conference, Child Protection Review Conferences, all core group minutes, legal papers and any other relevant assessments or information, including the Section 47 Child Protection Enquiry.

3.4 The IRO will then:-

- Establish if **Blackburn with Darwen** 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 integrated children's system (ICS)
- Liaise with the **Admin Manager of the Review and Protection Unit** to request that information is shared to enable all relevant systems in **Children's Services** and in partner agencies to be updated to include details of the child and their status
- Notify the **First Response, Early Intervention and Support Team Manager in the district where the child is to be resident** of the intention to convene a transfer-in conference and provide the background information to the case; sharing with the **Team Manager** contact details for the responsible authority
- Request the **Admin Manager of the Review and Protection Unit** to convene the transfer-in conference within **15 working days** of written notification of the permanent address
- Include in the recommendations of the transfer in conference the need to undertake a core assessment in **Blackburn with Darwen**

NB - the Social worker/Team Manager should always give consideration to the need to read the case records held in the Responsible Local Authority area.

Any historical records relating to the child or their family in **Blackburn with Darwen** should ALWAYS be accessed and read by the allocated worker in **Blackburn with Darwen**.

3.5 Where the child and their family are moving to **Blackburn with Darwen** and the planned address is temporary, e.g. a refuge, supported housing provision or other temporary accommodation, the **Review and Protection Admin Team Manager** will collate the information as outlined above. The information should then be passed to **the IRO if this becomes a permanent move**.

3.6 The **Admin Manager Review and Protection and Duty IROs** will 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 **Blackburn with Darwen** area; where a permanent address has been secured the transfer-in conference should be convened within **15 working days** of written notification of the permanent address by the **Review and Protection / Quality Assurance Service**, in line with the requirements above.

3.7 If after a period of three months the child and their family continue to live in temporary accommodation in **Blackburn with Darwen**, a transfer-in conference must be arranged within 15 working days. This will be the responsibility of **the Review and Protection Team Manager**, in line with the requirements.

3.8 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 **Blackburn with Darwen** and a decision whether a child protection plan is required.

3.9 At the transfer-in child protection conference the **IRO** will ensure any gaps in information or the assessment are identified and action taken to address this, this includes the allocated worker completing a core assessment. Action and recommendations should be monitored at future child protection review conferences until fully completed.

Where a core assessment is not completed in time for the first Child Protection review conference following a transfer in conference in Blackburn with Darwen, then the IRO should ensure this is recorded in the minutes along with a recommendation for completion in 10 working days. The IRO should also ensure the relevant Team Manager and the HOS is notified.

Appendix 1 provides an outline of how and who should record information on ICS

4. MOVEMENT OF CHILDREN SUBJECT TO A CHILD PROTECTION PLAN FROM BLACKBURN WITH DARWEN TO ANOTHER LOCAL AUTHORITY AREA

4.1 It is the responsibility of the Social Worker, or in their absence their manager, to notify the **Admin Team Manager Review and Protection** when a child who is the subject of a child protection plan is intending to move or has already moved out of the **Blackburn with Darwen** area, whether this is to a permanent or temporary address.

4.2 The notification should be made within **one** working day from the information coming to the attention of the social worker or their manager.

4.3 The social worker/ team manager should provide the following information to the **Admin Team Manager Review and Protection**

- 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
- Adults with whom the child will be living with in the receiving Local Authority area
- The reason for the move
- The arrangements made by the [Social worker/Team Manager](#) to safeguard the child in the receiving Local Authority area

4.4 The Social Worker/ [Team Manager](#) must notify the receiving children's social care services providing the required information and determining the need for a transfer in conference.

4.5 The [Allocated IRO/ Duty IRO](#) will liaise by telephone with their equivalent in the area where the child has moved, providing the required information and determining the need for a transfer in conference.

4.6 If a transfer in conference is to take place this will be followed up in writing by the [Admin Team Manager Review and Protection](#). As a minimum the following information will be sent securely by the [administrator](#) to the receiving authority:-

- Details of all child subject to a child protection plan – name, DOB, current address and planned address gender, ethnicity
- Details of any siblings – names, DOB, current address and planned address, gender, ethnicity
- Details of Parents and/or carers – names, DOB, current address and planned address, gender, ethnicity
- Details of other adults who will be living at the planned address
- Full details of the allocated Social Worker – 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, legal papers, assessment and intervention work undertaken, the organisations involved and the planned outcomes for the child
- Request the responsible Local Authority to forward copies of the core assessment, child protection plan, minutes of the Initial Child Protection Conference, Child Protection Review Conferences, all core group minutes and any other relevant assessments or information, including the Section 47 Child Protection Enquiry

NB – all documents that are sent to other local authority areas should be sent securely, 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.

4.7 The [Admin Team Manager Review and Protection](#) will notify relevant organisations in [Blackburn with Darwen](#) that the child has moved out of the area and the forwarding address. It is the responsibility of the [Review and Protection Team Manager](#) to ensure all information is sent and notifications are made in a timely manner.

4.8 When a date for the transfer-in conference in the receiving Local Authority has been set the allocated social worker or social work representative of the Responsible Local Authority must attend the 'transfer-in' conference.

4.9 The child's plan should not be discontinued in **Blackburn with Darwen** until written confirmation has been given by the receiving Local Authority that the transfer-in conference has been held and a decision made whether the child remains subject to a child protection plan. On receipt of this notification the **Admin Team Manager Review and Protection** should:-

- Confirm the decision of the transfer in case conference in writing to all relevant organisations and individuals in the area
- Update ICS and discontinue the plan, recording the end date as the date the receiving Local Authority held the transfer-in conference and the decision was made.

Appendix 2 provides an outline of how and who should record information on ICS

5. RESOLVING CROSS BOUNDARY DIFFERENCES

5.1 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 **delegated IRO**

5.2 In the first instance the matter should be addressed by telephone discussion between the **delegated IRO in Blackburn** 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.

5.3 Where the matter remains unresolved following this telephone contact, the **delegated IRO** should discuss the case with **the Team Manager Review and Protection**. 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.

5.4 Finally where difficulties continue to persist in the transfer, the matter should be referred to the **Director of Safeguarding and Early Intervention and Prevention Services**. 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 few cases should reach this stage.