

LANCASHIRE 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 **Lancashire** 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 **Lancashire**, and between **Lancashire** 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 **Lancashire** 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 LANCASHIRE FROM ANOTHER LOCAL AUTHORITY AREA

3.1 All requests for a transfer-in conference should be received and responded to by the **Safeguarding Administrator** on the day of receipt. Where they are not available the request should be passed to the **Senior Safeguarding Administrator** for their attention and action. Where a request is made by telephone by another Local Authority area, the **Safeguarding Administrator** should request that this is put in writing and either securely faxed, emailed or posted to the **Safeguarding Administrator**.

3.2 It is the responsibility of the Local Authority requesting the transfer-in conference 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 **Safeguarding Administrator** will collate relevant information. As a minimum this will include:-

- Full details of the child – name, DOB, current address and planned **Lancashire** address gender, ethnicity;
- Details of any siblings – names, DOB, current address and planned **Lancashire** address, gender, ethnicity;
- Details of Parents and/or carers – names, DOB, current address and planned **Lancashire** 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 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.(via secure email or post only).

3.4 The **Safeguarding Administrator** will then:-

- Establish if **Lancashire** 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);
- Notify the Customer Service Centre via email who will create a referral. The CART will then outcome the referral.
- Notify the Independent Reviewing Officer (IRO) and 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 them the contact details for the responsible authority;

3.5 The **Team Manager** will then:-

- Request that information is shared to ensure all relevant systems in Children's Services and in partner agencies are updated to include details of the child and their status;
- Convene the transfer-in conference within **15 working days** of written notification of the permanent address;

3.6 The **Social Worker** will:-

- Upon receiving the referral and request for a transfer-in conference complete the Record of Strategy Discussion and S 47 Enquiry to ensure that an up to date assessment is

made of the child's circumstances. This will enable the conference to make an informed decision as to whether the child requires safeguarding through a Child Protection Plan;

3.7 The **IRO** will:-

- Consider including in the recommendations of the transfer in conference the need to undertake a Core Assessment in **Lancashire**.

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 Lancashire should ALWAYS be accessed and read by the allocated worker in Lancashire.

3.8 Where the child and their family are moving to **Lancashire** and the planned address is temporary, e.g. a refuge, supported housing provision or other temporary accommodation, the **Safeguarding Administrator** will collate the information as outlined above. This information should then be passed to the **Senior IRO (Safeguarding)**.

3.9 The **Senior IRO (Safeguarding)** 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 **Lancashire** 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 **Senior IRO (Safeguarding)**, in line with the requirements above.

3.10 Information regarding children subject to a temporary Child Protection Plan in **Lancashire** is shared with the **Directorate Safeguarding Manager** each month and each case is reviewed in conjunction with the **Safeguarding Administrator**.

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

3.12 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 Conference) until the transfer-in Initial Conference has been held in **Lancashire** and a decision made as to whether a Child Protection Plan is required.

3.13 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.

3.14 Where a Core Assessment is not completed in time for the first Child Protection Review Conference in Lancashire, 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 **District Manager** is notified.

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

4.1 It is the responsibility of the **Social Worker** or in their absence their **Team Manager**, to notify the **Safeguarding Administrator** when a child who is the subject of a Child Protection Plan is intending to

move or has already moved out of the **Lancashire** 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 **Safeguarding Administrator**:

- Service User number/s
- The address to which the child has moved and confirm whether or not this is temporary accommodation;
- The names, D.O.B and relationships 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 **Safeguarding Administrator** 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 **Safeguarding Administrator**. As a minimum the following information will be sent securely by the **Safeguarding Administrator** to the receiving authority:-

- Details of all child(ren) subject to a Child Protection Plan – name, DOB, current address, planned address, gender, ethnicity;
- Details of any siblings – names, DOB, current address, planned address, gender, ethnicity;
- Details of parents and/or carers – names, DOB, current address, 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 acknowledges safe receipt; where confirmation is not received within 5 working days, the sender should follow this up.

4.7 The **Team Manager** will notify relevant organisations in **Lancashire** that the child has moved out of the area and the forwarding address. It is the responsibility of the **Safeguarding Administrator** 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 Protection Plan should not be discontinued in **Lancashire** 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 **Safeguarding Administrator** should inform the Team Manager and IRO. :

- The **Team Manager** will confirm the decision of the transfer-in conference in writing to all relevant organisations and individuals in the area;
- The **IRO** will update the ICS (ISSIS) recording that the Child Protection Plan is discontinued. The end date being the date the receiving Local Authority held the transfer-in conference and the decision was made. The **Safeguarding Administrator** will cease the Child Protection Plan on ICS (ISSIS).

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 **Directorate Safeguarding Manager**.

5.2 In the first instance the matter should be addressed by telephone discussion between the **Directorate Safeguarding Manager in Lancashire** 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 **Directorate Safeguarding Manager** should discuss the case with the **Head of Safeguarding, Inspection & Audit**. 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 Children's 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.