

Transfer Protocol

Introduction

The purpose of this guidance note is to highlight the process for the transfer of cases of young people in need, aged 16/17, from the Children In Need teams to the Young People's Service.

Abbreviations

CIN	Children in Need
LAC	Looked After Child
YPA	Young Persons Adviser
CP	Child Protection

1. Transfer of case responsibility from CIN Team to Young People's Service

Case Responsibility will transfer after the young person leaves comprehensive education ie end of Year 11

In order for the case to transfer there will need to be:

- An initial assessment
- A core assessment, where appropriate
- A Care Plan
- Details of the Care Team
- Evidence of Reviews of the Care Plan
- Up to date chronology
- Case File Audit in last 2 months
- A clear plan of purposeful intervention to be undertaken by the Young People's Service

Case responsibility for some young people aged 16/17 will be retained by the CIN teams where this is appropriate for example:

- when the young person is a member of a sibling group
- the young person is Looked After
- the young person is subject to a Child Protection Plan

2. The Process of Transfer of Case Responsibility

The Team Manager CIN will ensure that the social worker completes a referral for transfer of case responsibility form in respect of any young person who will meet the criteria for transfer to the Young People's Service.

This referral should be made in advance of the young person leaving Year 11 in order to ensure a planned transition of case responsibility and services.

The Team Manager Young People's Service will allocate this referral to a YPA who will arrange to meet the social worker CIN to:

- Read the file/access ICS
- Plan introductions to the young person
- Arrange the date to join the Care Team
- Clarify roles and responsibilities during the transition phase
- Plan the case responsibility transfer date

The Team Manager CIN will arrange to meet with the Team Manager Young People's Service to transfer case responsibility.

They will agree a date on which case responsibility and financial responsibility will transfer and this will be within a maximum period of 3 months from the date the young person leaves comprehensive education (Year 11).

The Team Manager Young People's Service will complete the SS Transfer of Case File Form.

3. Safeguarding and (S.47) Enquiries

Where the Young People's Service hold case responsibility and child protection concerns arise in respect of:

- a young person aged 16/17
- the child/unborn baby of a young person aged 16/17

The YPA must make a referral to Social Care Direct for the CIN Team which covers the area in which the young person is living/the incident occurred

The CIN Team will have responsibility for safeguarding enquiries (or S47 investigations) in collaboration with Young People's Service.

The Young People's Service hold responsibility for identifying early risks, Child Protection concerns and maintaining an advocacy role.

An early planning meeting or Strategy Meeting, attended by the Team Manager (or Senior Practitioner) and YPA from the Young People's Service will agree roles and responsibilities.

