

TRANSFER PROTOCOL CHILDREN TRANSFERRING TO THE LAC PERMANENCY SERVICE

The Permanency Team will accept referrals for children and young people from Safeguarding Teams under the following criteria:

Legal Status	VOLUNTARY ACCOMMODATED (S20)	FULL CARE ORDER (S31)	INTERIM CARE ORDER OR IN CARE PROCEEDINGS	WHERE PLACEMENT ORDER IS BEING REVOKED
Care Plan	Care Plan of Long Term Fostering/Residential Care which has been ratified at LAC Review			
How?	<ul style="list-style-type: none"> • SW to email Transfer Summary to LAC TM for area of child's home address • SW to enter details on spreadsheet on U Drive • LAC TM to allocate a worker as 'awaiting allocation' 			
Transition Arrangements	<ul style="list-style-type: none"> • Where possible LAC SW to attend LAC Review's • LAC SW to get to know child • Transfer Meeting • S'guarding SW has case responsibility. 		<ul style="list-style-type: none"> • Where possible LAC SW to attend LAC Review's • LAC SW will part of legal planning particularly around the final Care Plan. • Transfer Meeting • S'guarding SW has case responsibility. 	<ul style="list-style-type: none"> • LAC SW will undertake the stat visits to the child to get to know them. • S'guarding SW has case responsibility. • Transfer Meeting
When does LAC take on responsibility?	<p>LAC Worker will take on full case responsibility once:</p> <ul style="list-style-type: none"> • Handover Meeting completed • File up to date* • Introductory Visit taken place 			<p>LAC Worker will take on full case responsibility once:</p> <ul style="list-style-type: none"> • Placement Order has been revoked. • Handover Meeting completed • File up to date* • Introductory Visit taken place

***CASE RECORDING REQUIREMENTS FOR TRANSFER TO LPT**

Prior to the Permanency Team accepting responsibility for the case;

- All case recording must be up to date
- All Statutory visits must be up to date and recorded.
- The Child's Care Plan must be up to date and specify permanency for the child/young person
- An up to date Core Assessment must be completed before transfer to provide the Permanency Team with a current overview of the child. The Care Plan for permanency should not be approved without this at 2nd LAC Review.
- An up to date Health Assessment must be completed - negotiable
- An up to date Personal Education plan to be completed - negotiable
- The child's Chronology must be up to date.-this is crucial in developing an understanding of the child journey.
- Any outstanding practice concerns or issues that have led to inadequate file audits must be fully addressed prior to transfer
- All outstanding episodes in FWi must be completed before transfer
- There will be a clear record of ARP outcomes within the transfer summary.
- All legal proceedings & court applications must be finalised by the transferring team before case is accepted by the Permanency Team - including Placement Order revocation.
- A manager's audit episode to be undertaken and the evaluation of this added to the transfer summary.
- Ensure a clear IPA is on Frameworki
- Ensure that a full transfer summary is completed –including all financial obligations.
- A list of any outstanding work is necessary.

CHILDREN/YOUNG PEOPLE WHO CEASE TO BE LAC AND NEED STEP DOWN TO OTHER TEAMS OR SERVICES.

- Some children allocated to the Permanency will cease to be looked after due to reunification with family or discharge of care orders.
- The Permanency Team will provide support for cases that cease to be LAC for a time limited period of 8 weeks maximum.
- If the case requires a service beyond this time the case may stepped down to a CIN plan or CAF and transferred to a Safeguarding team in the geographical area where the child resides. Services will be provided to the family under a CAF or Child in Need plan. If a plan of reunification is agreed then the CAF coordinator should be informed and invited to any planning meetings/LAC reviews
- When transferring cases to Safeguarding teams on this basis the Permanency Team will follow the transfer protocol by notifying the Safeguarding Team Manager with a transfer summary.

Transfer Summary to Permanency Service

Name of young person:
DOB:
FWI No:
Current placement type:
Care Plan:

Safeguarding Team and Allocated SW name:
Team Manager:

Brief summary of child's history and the reason why Permanency is the plan:

Outline of Lifestory work completed to date:

Details of any other siblings currently involved with Childrens Social Care:

Summary of child current placement and placement aims:

Summary of child's placement needs if current placement is not Permanency placement:

Clear overview of contact arrangements:

Details of any person posing a risk to child and the date of Risk Assessment:

Details of any Risk the child poses to themselves and Date of Risk Assessment:

Other agencies involved with young person:

Details of school transport:
Date of last LAC Medical:
Date of last LAC review and next LAC Review:
Date of PEP:

Safeguarding Team Manager to confirm the following:

Detailed Chronology completed:
Care Plan updated:
IPA in place:
Are all Statutory visits are up to date:
Up to date Case Recordings
Are the decisions agreed from last LAC Review completed or in progress?
Details of any outstanding ARP approval
A Placement Summary is on file:
Has Lifestory work begun?

Financial agreements currently in place ie travel cost for parents, nursery, after school fees etc:

Are there any complaints in process?

Are there any outstanding Audits or Practice Complaints?