

## **Protocol for the Transfer of Cases – Revised September 2017/Updated December 2017**

As of the 21<sup>st</sup> of September 2017, the following arrangements apply with regard to the transfer of cases from the Assessment and Intervention Service to the Looked after Children and Care Leavers Service.

This protocol replaces all previous transfer arrangements that have been in place.

The exception to this is that age assessments for young people aged 12 plus will transfer from MASH on the day the referral is received to the Looked after Children and Care Leavers Service.

### **Transfers to the Looked after Children and Care Leavers Service:**

All children and young people who have a plan for permanency through foster care, residential care, adoption, supported accommodation and/or a placement at home subject to a Care Order will transfer to the Looked after Children and Care Leavers Service. This includes children with a plan for permanence with a connected person subject to a Special Guardianship Order or Child Arrangement Order.

This includes young people post 16 accommodated in accordance with the Southwark Judgement.

This also includes young people who are no longer looked after but who are eligible for services in accordance with the Leaving Care Act 2000.

These cases will transfer from the Assessment and Intervention Service within five days of the making of a Care or Placement Order at court or within 5 days of the plan being agreed at Permanence Panel.

Where a child has a plan for adoption and a match has been identified or the making of an Adoption Order is imminent, this case will remain the responsibility of the allocated worker in the Assessment & Intervention Service, working alongside the allocated Family Finder in One Adoption.

A weekly meeting will be held between the Service Managers from the two Services where advance notice will be given to the Lac Service of all cases coming to Final Hearing/cases being presented to Permanence Panel.

The Lac Service will hold a weekly meeting to consider these cases for allocation.

This allows the Lac Service the opportunity to identify a Social Worker for the child and for the new worker to attend the Final Hearing.

The Assessment and Intervention Social Worker is responsible for ensuring there is a Transfer Summary in Care Assess, authorised by the Team Manager and the file is up to date.

A Transfer Meeting needs to be held within this 5 day period. If the worker has attended the Final Hearing, a decision will be made by the receiving Team Manager as to whether a Transfer Meeting is needed.

At the 5 day mark, if the case hasn't transferred as per the Protocol, Service Managers in the Assessment and Intervention Service will transfer the case to the Lac Allocation Team Code - CFLACAL is the code for the Lac Stack.

**Court Ordered Secure Remands:**

The arrangement for case accountability for these cases is set out in a separate protocol.