

Children's Services Quick Guide

Transfer In Child Protection Conference

When a child that is subject to a Child Protection Plan moves into Lincolnshire, the originating Local Authority notifies Lincolnshire County Council. This occurs whether the move is temporary or long term.

The process for recording a Transfer In Conference is completed by several teams, but it is normally initiated by the Customer Service Centre.

Customer Service Centre

1. The originating Local Authority will contact the Customer Service Centre (CSC) to inform them that a child(ren) on a CP Plan is moving to our area.
2. The CSC will create the child on Mosaic if they do not have an existing record.
3. CSC will use **Start > CS Childrens Services Contact** to record the details they have received from the other Local Authority regarding the child(ren). The **Type of Contact of Request for Transfer In CP Conference** can be used.
4. From the Contact, the **Next actions** required are:
 - **SC Social Care Contact Screening** to be allocated to **SC CSC Screening – Social Care Inbox**
 - **SC Add to Temporary CP Register** to be allocated to **CS Safeguarding Business Support Team**
5. The CSC would then **Finish** the step once all information has been added.

From the Person summary of the client, the CSC can go into Person details > Classes and add **Other Local Authority CP Child**.

A **Note** can also be added stating the Responsible Local Authority.

Social Care Screeners

1. **Start** the **SC Social Care Contact Screening** and review the information added.
2. Enter the **Social Care Screening** into Section 3. Outcomes and Next Actions.
3. The Next action required is:
 - **CS Notify Referrer of Contact or Request Outcome** to allocate to **Serco Care & Wellbeing Hub – Inbox (Childrens Outcomes)**

4. A Clipboard Notification should be sent through to the Childrens Social Care Team that covers the area the child is moving to. The Notification to be used is **CS Information received on an open case**.

Customer Service Officer

1. **Start the SC Contact or Request Follow Up Action**, officer to complete the fields in Section 1. Follow Up Actions.
2. **Optional Form and Letters** should be used to notify the referrer of the outcome.
3. Next action of **CS No Further Action** should be used once the form and letter is complete.

CS Safeguarding Business Support Team

1. **Start the CP Add Temporary CP Registration** and complete the fields in Section 2. Add to Temporary Child Protection Register using the information received in the Contact.
2. Add next action of **SC Added to Temporary CP Register (NFA)** with an appropriate reason.
3. The banner will then appear on the child's Person summary page showing that the child is **subject of a Temporary Child Protection Registration**.

Practice Supervisor of the Childrens Social Care Team

1. The Notification sent from the Screening step will appear in the **Incoming requests** in the Team workview.
2. The Practice Supervisor will look at the information contained in the **SC Social Care Contact Screening** step and identify when the child is coming into the area.
3. They must then **Acknowledge** the Notification on the Screening step.
4. The Practice Supervisor would be expected to contact the originating Local Authority to find out further information relating to the case.
5. The **SC Social Care Request** should be opened from the Start menu using the information they have received from the originating Local Authority. When completing the form they would need to make sure they select **Transfer-In CP Conference Required** in Section 4.
6. The next actions from the Request would be:
 - **SC Transfer-In CP Conference** to be allocated to the worker **CS CP Conference – Meeting**
 - **SC CP Chairs Activity** to be allocated to the worker **CS CP Conference – Meeting**

- **SC Child and Family Assessment** to be allocated to the **Social Worker**
 - **CS Case Supervision** to be allocated to the **Social Worker**
 - **CS Child in Need Visit** to be allocated to the **Social Worker**
7. The Practice Supervisor can then add a **Service User Group**, a **Worker relationship** for the allocated Social Worker and also an **Organisation relationship** for the team.

CS CP Conference – Meeting

1. The Safeguarding & Review Team would initiate the Transfer In CP Conference to decide if the child(ren) should remain on a CP Plan within Lincolnshire.
2. If the child is remaining on a CP Plan, completion of the Transfer In CP Conference step will remove the Temporary Child Protection Registration banner from the Person summary page and replace it with '**Child is subject of a Child Protection Plan**'.