**IRT Transfers to CM**

**General Guidance about transfer between teams**

All decisions about the transfer of cases must be made following these principles:

* The child’s needs must be at the centre of any process;
* Minimising the number of social worker changes is essential in order to best meet the needs of children and their families;
* Delay in transfer must be minimised;
* Transfer of work between teams is reliant on trust and joint working in the interests of the child and his/her family;
* The process must be simple and solution-focused;
* Full information and documentation must be available prior to the point of transfer.

**Guidance on type of case and timing of transfer**

|  |  |
| --- | --- |
| **Case Type** | **Time of Transfer** |
| Child Protection | At the Initial Child Protection Conference and the receiving Social Worker will attend the Initial Child Protection Conference |
| Looked After Children | At the first Looked After Children Review |
| Children in Need: when there is an assessed need for ongoing community support | Within 3 months of completion of Initial Assessment but Core Assessment and Child in Need Plan must have been completed and Plan must have been reviewed |

**The Template**

**Date of Meeting:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name/ID No** | **IRT: SW** | **Date of:**  **ICPC;**  **1st LAC Review;**  **NARRATES/ CwCN Plan**  **complete** | **Details of child/family (including age of child)** | **Documentation**  **complete: Y/N** | **CM: SW**  **+**  **Date agreed** | **Date of**  **actual transfer** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Key:**

**New cases identified for forward planning**

**Transfer agreement needed now for good practice handover**

**Case now delayed**