

CYPSSS – process for transferring cases between Children’s Social Care including Looked After Children and YFS or Children’s Centres as agreed on 17 August 2016.

1. Step up/Step down cases – now to be referred to as stepping across cases.
2. It was agreed that when it was appropriate to transfer cases from one service to another, the starting point will be a discussion between relevant managers – not via email to other managers or to individual members of the different teams. It was acknowledged that currently the manager to manager discussions are not routinely taking place across each of the areas. Once the transfer of a case has been agreed best practice would be to have a joint transition visit or meeting with the family.
3. If YFS or Children’s Centres have an immediate safeguarding concern and a safeguarding team manager is not available the worker or manager needs to phone the duty officer who will log the call as a contact and respond straight away. It was clear that such calls should not be routed through EHaSH. The only exception would be if an incident had taken place that may result in a S47 investigation. Such circumstances can go through EHaSH where the joint discussion with the police can take place.
4. There are occasions when there may be escalating concerns about a case that is being held by YFS or Children’s Centres where rather than transferring the case to the safeguarding team a Team Around the Family (TAF) meeting is appropriate and the safeguarding team manager will send a social worker who can offer advice and support that may result in the case remain with the current team/service.
5. If there are requests for YFS or Children’s Centres to undertake specific work with a family that are open to a safeguarding team it would be helpful if someone from the relevant team could be invited to the CIN meeting. Where there are joint roles there should be joint planning. There are examples where this works really well but there have been other situations where it has not consistently been the case.
6. It was agreed that an email would be sent out to all members of the Cross Service Managers’ group and individual safeguarding team managers/Children’s Centre Leaders and YFS managers to remind them about the process.