

## One Minute Guide

### Process for Transfer in Conferences

#### Referring in:

- The Social Worker from the originating authority will inform Wakefield Children's Social Care via Social Care Direct of a transfer in ICPC
- Details of the children/young people and family/carers will be uploaded onto Liquid Logic by the Social Worker in Wakefield
- The originating authority should provide the most recent child protection plan and minutes of the ICPC and most recent RCPC
- The Safeguarding and Reviewing Unit should be notified via Liquid Logic by the Wakefield Social Worker within 5 working days of notification to book a transfer in ICPC

#### Wakefield's Children's social care:

- The Social Worker completes a conference booking form, including the date the LA was notified in place of the strategy discussion date, and workflow to SGRU via Liquid Logic.
- To accommodate the workflow a strategy discussion and s47 will be opened and closed on the system by the Team Manager.
- If relevant documentation has not been provided by the originating authority the Social Worker is to request these ie., minutes and plans.
- Make appropriate arrangements to ensure children/young people are safeguarded until the Transfer in Conference has taken place
- The Social Worker in Wakefield Initiates a child assessment to determine if there are worries of significant harm in this authority and work with the child/young person and family/carers to prepare for the ICPC

## Safeguarding and Review Unit and CP Service:

- SGRU will make arrangements to hold a transfer in ICPC within 15 working days of notification from the originating authority
- SGRU will liaise with the Wakefield Social Worker to ensure there is appropriate representation from the originating authority and relevant professionals are invited in the new authority
- The CP Chair will have a pre meeting discussion with the family/carers and the Wakefield Social Worker prior to the transfer in ICPC and record all discussions on the monitoring form on Liquid Logic.
- Once the decision has been made whether the child/young person is to become subject to a CP Plan or not, the child/young person will cease to be a child subject to a child protection plan in the originating authority