

## **Protocol for the Transfer of Cases to the LAC Team from SGCP Teams**

- 1. SGCP Social Worker will complete the “Request Transfer to LAC and Young People’s Service” – Carefirst Codes are ELACALRT in Worker; LACCHYP in Team. The next Care Team Meeting date will be added into the Assessment.**
- 2. A discussion will take place between Team Managers within 5 working days (this can be a telephone discussion.) A LAC Social Worker will be identified at this point.**
- 3. A transfer must occur within 10 working days following the TM’s discussion. A formal meeting must occur between the child, the LAC Social Worker (a LAC Team Manager will attend if the Social Worker is unavailable), the SGCP Social Worker and all other professionals involved to make all Services aware of the point of transfer. Should a Team Manager or Social Worker fail to attend the respective Transfer Meeting, the case will still transfer from this agreed date.**
- 4. If a LAC Review is happening within the above time frame, the LAC social worker can go and observe (depending on the views of the child). A handover of the case could be made at this point (again, depending on the views of the child). A Care Team Meeting is also an appropriate Transfer Meeting.**
- 5. A Transfer Summary, authorised by SGCP Team Manager will be in place at the point of transfer.**
- 6. All observations and recent assessments made in SGCP will be up to date.**
- 7. The IRO will be informed.**
- 8. If the case is not transferred within 10 working days and all of the above requirements are met, the Service Manager should be notified via e mail.**
- 9. Later Life Letters to be completed by the SGCP Social Worker, within six weeks of the case transferring to the LAC Team.**

**Chris O’Reilly/Jill Little**

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