



## Agenda Item 5 (v) (i)

### **EAST AYRSHIRE CHILD PROTECTION COMMITTEE: 26 AUGUST 2009**

#### **NATIONAL PROPOSAL FOR TRANSFER OF CHILDREN'S RECORDS ACROSS AUTHORITY- AGREED PRINCIPLES**

#### **1. PURPOSE OF REPORT**

- 1.1 To request Committee endorsement to the national proposal for transfer of children's records across authority (general principles). This paper ensures that there is consistent practice throughout Scotland in how children on the child protection register and those not registered are transferred.

#### **2. BACKGROUND**

- 2.1 A national proposal in relation to the transfer of case records across authorities in Scotland was drafted by the National Chairs and Lead Officers group. The majority of the report pertains to children on the child protection register. The proposal is attached in Appendix 1.
- 2.2 This paper was agreed and implemented in social work services in East Ayrshire in December 2008.
- 2.3 The general principles of the paper are when a child moves from one Scottish local authority area to another and is subject to a supervision requirement or is on the child protection register, the case file must go with the child. Where the child has previously been on the child protection register in another area, the receiving authority should request the child's file from the previous authority. The paper also discusses the circumstance of a transfer of the case of children on the child protection register and those who are not on the register.

#### **3. RECOMMENDATION**

- 3.1 The Child Protection Committee is asked to: -
- (i) agree to the proposal as set out in appendix 1

**Susan Taylor**  
**Chair of the Child Protection Committee**  
**18 August 2009**

**Report prepared by Diane Burns, Child Protection Co-ordinator**

**Report to: National CPC Chairs and Lead Officers Group**  
**Subject: Proposals for Transfer of Children's Records Cross Authority – Agreed Principles**

**Date: February 2008**

## ***Introduction***

The purpose of this report is to suggest shared principles for the transfer of children's records across authorities in Scotland. At present different authorities have differing policies in respect of file and case transfers and this can result in inconsistent practice across the country. Whilst the majority of this report pertains to children on the child protection register, other circumstances are also considered.

This report is derived from comparison of existing procedures across Scotland and from discussion between Lead Officers. It is suggested that the Chairs and Lead Officers Group consider the report and if the broad principles are endorsed, then these should be implemented at a local level into existing procedures.

## ***General Principles***

1. Where a child and their family move from one Scottish authority to another then:
  - a. If the child is on the child protection register, the case file must go with child.
  - b. If the child is subject to a Supervision Requirement, the case file must go with child
2. Transfer child protection case conferences are specific for the transfer of information about a registered child and de-registration cannot be considered. **Only a Review Case Conference can de-register a child.**
3. Where a child was on the Child Protection Register previously but in another area; the receiving authority should request child's file from the previous authority (if still available).
4. Registered Cases
  - a. Where a child and their family move permanently to another authority, the original authority is expected to notify the receiving authority immediately then follow up the notification in writing.
  - b. Where the child moves to another authority the originating authority must assess this change in circumstances. If there is felt to be a reduction in risk the originating authority should arrange a review case conference to consider the need for ongoing registration, or, if appropriate, de-registration.

- c. The **receiving** authority is responsible for convening the transfer child protection conference.
- d. This should be held within the timescales of the receiving authority's initial child protection case conference arrangements

#### 5. Attendance at Transfer Case Conference

- a. At the transfer case conference, the minimum requirement for attendance will be the original authority's allocated social worker and the receiving authority social worker, plus the appropriate managers. However steps should be taken to ensure the attendance of representatives from both Health and Education Services and Police (where applicable) from both authorities wherever possible.

### 6. In non-registered cases

- a. Where there is a change in a family's circumstances and they move to another authority, the originating authority in forwarding information, including any increased levels of risk resulting from the move, to the receiving local authority.
- b. Where active involvement with a child and their family is felt to be minimising risk and the family then move, thus raising concerns about risk; the original authority **must refer** to the receiving authority and send the child's case file to receiving authority.
- c. Where involvement with the family has recently commenced /terminated the details of the concerns should be made known to the authority in which the family now reside as soon as possible.
- d. The concerns must be communicated to the receiving authority, and a written referral must be provided, even where initial contact was made by other means. This referral should provide information on the history of involvement and risks, including the most recent intervention plan and any progress made.
- e. Where there is a significant history held by the original authority a meeting between social workers from both authorities should be considered, as a follow up to the written referral.

#### 7. Circumstances Where Families are Visiting or Temporarily Residing in another authority and the Child is on the Child Protection Register

- a. The original authority is expected to notify the receiving authority immediately then follow up the notification in writing for placing child's name temporarily on register.
- b. If the child is temporarily residing in another local authority, arrangements must be agreed about the required monitoring/supervision whilst the child is in that area and implementation for the child protection plan.

- c. Determining responsibility for the monitoring may be dependent on a number of practical considerations e.g. distance. Consultation between the two authorities is essential in all cases. Where agreement cannot be reached about monitoring agreements between authorities, the matter must be immediately passed to Senior Managers for resolution.

Gillian Buchanan  
On Behalf of Lead Officer's Network