

## Inspiring Futures Transfer Protocol

1. The Inspiring Futures Team will identify all Looked After Children/Young People, (LAC/YP), who are 15 years and 6 months old. This will be done using the Performance Teams data, which we receive every week regarding our LAC/YP.

2. IFT Business Support will add a case note to Liquid Logic. The case note will be as follows:

**Reason for Contact:** INSPIRING FUTURES ALLOCATION

**Detailed Notes:** YP is 15 years 6 months, therefore SW allocated from IFT to work for a joint period with current Area Team Social Worker. Date of Needs Assessment: 01.01.0001

**Actions:** Area Team SW to liaise with IFT SW about commencing the Needs Assessment.

The IFT Social Worker will advise the area team Social Worker that IFT will make contact to arrange a joint visit and to commence the Pathway Plan via the Leaving Well App. (Please be aware that Pathway Plans are no longer completed on Liquid Logic).

3. The IFT Social Worker will take responsibility for completing the Pathway Plan. The allocated area team Social Worker will need to reassign the Needs Assessment/Pathway Plan to the IFT Social Worker so that this can be progressed with the correct dates (see point 2 on the dates that will need adding in the plan).
4. The Area Team allocated Social Worker will need to ensure that they have provided the forthcoming LAC review date to the IFT Social Worker in order for them to attend,
5. In order for the transfer to take place successfully, all transfer processes on Liquid Logic must be completed. This means that all the tasks relating to the young person on Liquid Logic are up to date. The Transfer Form needs to be completed in preparation of the transfer being accepted (See Appendix 1).

6. Any financial commitments, which are outside the Inspiring Futures Financial policy, must have been agreed at HoS level or above/JRP before transfer.
7. It is important that the transfer process takes place in a timely manner which should be at the next LAC review post their 16<sup>th</sup> Birthday or no later than 16 years 3months
8. With all systems/processes, it is inevitable that cases will slip through the net or be missed. In such cases, we will endeavour, to work together in order to promote best practice and to work within the best interest of the young person to resolve any issues.
9. **CWD cases.** Where a LAC/YP has a Social Worker from the CWD Team then a social worker will not be allocated from the Inspiring Futures Team. A Personal Advisor (PA), will be allocated and will joint work the case with the CWD Social Worker from 17 years 6 months.
10. Upon the LAC/YP, reaching 18 years old, the CWD Social Worker will end the CLA Marker on Liquid Logic and the lead worker will be changed to the Personal Advisor. The Personal Advisor will work with Adult Social Care, if they are open to the service, to ensure that YP is fully supported.
11. The Personal Advisor will take responsibility of reviewing the Pathway Plan at age 18 years old.
12. If it is not deemed appropriate for the YP to transfer, due to the child's wishes and feelings, then we will give each case due consideration. In all cases which are agreed, the transfer process will start at 17years 6 months and a clear plan needs to be in place to develop Independent Living Skills.

Appendix 1

Case work	Area Team SW case responsibility	IFT responsibility
PEP	Date within 6 months	
Case Summary	Date within 3 months	
Genogram	Date within 1 year	
Chronology	Date within 1 month	
Risk and C&F Assessment	be up to date in relation to latest LACR	
Joint Resource Panel / HoS or above	Finances agreed prior to transfer and outcome clearly recorded	
Needs Assessment and Pathway Plans – Liquid Logic and Leaving Well App	<p>Open Needs Assessment / Pathway Plan with dates <b>advised</b> and reassign to IFT Social Worker</p> <p><i>In order to complete a detailed and thorough assessment it is in the Young Person's best interests for the Area Team SW &amp; IFT SW to ensure they work together to complete this.</i></p>	<p>Pathway Plan to be instigated at 15 years and 9 months via Leaving Well App and review dates recorded on Liquid Logic</p> <p><i>In order to complete a detailed and thorough assessment it is in the Young Person's best interests for the Area Team SW &amp; IFT SW to ensure they work together to complete this.</i></p>
Review Health Assessment	Dates recorded on Liquid Logic within the last year	
Statutory Visits	Responsibility remains with Area Team SW, however good practice is to have at least one joint	To complete at least one joint Stat Visit prior to completing the Leaving Well App. Good practice

	stat visits	is to have at least one joint visit
--	-------------	-------------------------------------