

CROSS BOUNDARY PROCEDURES

Insert for local Inter- agency Child Protection Procedures

**Safeguarding Children
North East England
Regional Inter-agency Procedures**

CROSS BOUNDARY PROCEDURES

1. Introduction

These procedures relate to children who are currently known to Social Services, or where there is a need for involvement by Social Services and, for whatever reason, the child's circumstances involve more than one local authority area, or more than one Police Force area.

These procedures do not distinguish between temporary or permanent moves of a child or the nature of the accommodation in which a child or family are living.

- 'Home authority' refers to the local authority area where the child normally lives.
- 'Host authority' refers to the local authority area where the child is currently or where the child was when abuse is alleged to have taken place.
- 'Child known to Social Services' refers to any child being considered for, or subject to, an initial or core assessment, or a child/family who are receiving services from Social Services.

In all situations, when a child known to Social Services moves to another local authority area, case responsibility lies with the home authority Social Services, until and unless a transfer of responsibility is agreed by the host authority Social Services.

2. Child Known to Social Services who moves into another Authority Area

Where a child who is known to Social Services moves to another local authority area, Social Services in the home authority are to ensure that a referral is made to Social Services in the host authority, giving all relevant information. This should happen as soon as the home authority Social Services are aware of the move.

Wherever there is a request by the home or host Social Services for a meeting to discuss the transfer of the case, this request should be met.

3. Child Protection Responsibilities

Circumstances will arise where more than one local authority Social Services have responsibilities in relation to the duty to undertake child protection enquiries, such as:

- A child found in one local authority area (host authority) who is on the Child Protection Register of another local authority area (home authority).
- A child looked after by Social Services (home authority) and placed in another local authority area (host authority).
- A child whose family lives in one local authority (home authority) who attends a boarding school in another local authority area (host authority).
- A child staying temporarily in a local authority area (host authority) whose family live in a different authority area (home authority).
- A child whose family moves into a local authority area (host authority) and the child/family are currently known to Social Services in the previous local authority area (home authority).
- A child who lives in one authority (home authority) and there is a suspicion or allegation of abuse which occurred in another local authority area (host authority).

Where allegations arise in relation to a child's home circumstances:

- The home Social Services is responsible for any child protection enquiries.
- The home Social Services is responsible for making immediate contact, and continuing close liaison, with the host Social Services.

- The home authority Child Protection Police are responsible for any investigation and for liaison with the host Child Protection Police.

Where allegations arise in relation to a child's circumstances within a host authority area, for example, alleged abuse in a school or placement:

- The host Social Services is responsible for any child protection enquiries.
- The host Social Services is responsible for making immediate contact, and continuing close liaison, with the home Social Services.
- The host Social Services is responsible for undertaking any emergency action.
- The host authority area Child Protection Police are responsible for any investigation and for liaison with the home authority Child Protection Police.
- Once emergencies and enquiries are dealt with by the host Social Services, responsibility for a child will revert to the home Social Services, until and unless a transfer of case responsibility takes place.

The above responsibilities are to be undertaken as specified, unless the home and host authority Social Services agree to a more expedient course of action, due to the needs of the child and the specific circumstances of the case. Similarly the Child Protection Police in both areas may agree a different course of action depending on the circumstances of the case.

4. Child Protection Action

When a referral about a child protection matter is made to either the home or host Social Services, there must be immediate contact between both Social Services. The contact must be initiated by the Social Services which has received the referral and made to the Duty Point in the other Social Services (see No. 9 for Duty Point Contact Details).

The two Social Services are to agree responsibility, initially, for:

- Case management
- Any urgent action
- Strategy Meeting/Discussion, including who is to be involved
- Liaison with other agencies.

Negotiation about responsibility must not cause delay in urgent situations. If agreement cannot be reached within the working day, Social Services where the child is found must take responsibility for enquiries and any protective action necessary.

5. Strategy Meetings

Strategy Meetings must be held within timescales set by local inter-agency Child Protection Procedures. Attendance at the meeting must include:

- Home Social Services
- Host Social Services
- Representatives of other agencies and authorities as agreed by both Social Services
- Child Protection Police as decided between the two Police Forces involved.

The minutes of the Strategy Meeting must include decisions, actions, responsibilities, timescales and process for review.

6. Outcome of Child Protection Enquiries

The outcome of child protection enquiries must be conveyed in writing to:

- The Team Managers in both Social Services
- Other relevant agencies
- The child(ren) where appropriate
- Parents, carers and any others with parental responsibility.

7. Child on Child Protection Register Moving into Another Local Authority Area

Home Social Services Key Worker: Immediately the Key Worker becomes aware that a child on the Register has moved or there is a plan to move, s/he is to undertake the following, in consultation with his/her Manager.

- Consider any statutory action on the part of the home Social Services in response to the move.
- Notify host Social Services by making an immediate verbal referral, to be followed by faxed Child Protection Proforma (see template).
- Request contact details for appropriate Team in host Social Services.
- Notify own Register Custodian/Register Administrator followed by faxed Child Protection Proforma.
- Ensure Social Services database is updated.
- Notify Core Group members of change of circumstances.
- Contact Manager in host Social Services to discuss plans.
- Forward, by recorded delivery, copies of core assessment, child protection plan and relevant papers from Child Protection Conference(s) to the responsible Manager in the host Social Services.
- Where the child/family have moved, visit as soon as possible to verify details and establish if child registered with GP, enrolled at school and future plans.
- Establish identity (full name/date of birth) of all significant others living in the household.
- Forward contact details of child and family to Core Group members.
- Ensure attendance at, and completion of a report for, the first Child Protection Conference held in the host authority area.

Home Social Services Manager: Ensure that the above tasks have been completed within timescales specified and agreed between the Manager and the Key Worker.

Home Register Custodian: Ensure, within the same day of notification from the Key Worker, that their counterpart in the host Social Services is informed of the move, followed by a fax of the Child Protection Pro Forma. The Register Custodian is to seek a monthly update from the Key Worker regarding progress and will liaise with the host Social Services if necessary.

Home Core Group Members: Ensure that relevant records are sent to their counterparts in the host authority, in line with their transfer policy, without delay; that reports are provided for the Child Protection Conference to be held in the host local authority area and, wherever possible, that attendance take place at the Conference.

Host Social Services Duty/Intake/Access etc.: Ensure that the notification from the Key Worker in the home Social Services is logged, where possible using a code that indicates a child on the Child Protection Register moving in from another local authority area. Ensure that the Manager who is to take responsibility is primed and receives the referral within one working day.

Host Social Services Manager: Ensure that:

- Strategy Meeting is convened, in order to clarify/agree:

- Whether the child may be at risk of significant harm in the household within the host authority area.
- Whether the home Social Services intend to retain case responsibility and if so, whether any services are necessary in relation to the child protection plan.
- Where applicable, arrangements for the transfer of case responsibility.
- Where the home Social Services retains responsibility, that full details, including contact data, are recorded on Social Services database.
- Where case responsibility is to transfer to the host Social Services, that a Child Protection Conference is held by the host Social Services, within 15 working days of the child/young person moving into the area.
- Social Services and other involved professionals in the home authority area are invited to the Conference and that reports are requested.

8. Where the Child is Subject to Legal Proceedings

Wherever a child subject to legal proceedings moves to another local authority area, the local authority Solicitor is to be informed immediately.

9. Contact Points

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| <p>Darlington Children Services Childcare Duty Team 01325 346867 Fax 01325 346479 Emergency Duty Team 08702 402994 Fax 01642 528727 Register Custodian 01325 346872 Register Administrator 01325 346244 Fax 01325 346474</p> | <p>Durham Social Care Direct 0845 850 5010 Fax 0191 383 5752 Emergency Duty Team 0845 850 5010 Fax 0191 383 5752 Register Custodian 0191 383 3323 Register Administrator 0191 383 3830 Fax 0191 383 4182</p> |
| <p>Hartlepool Social Services Department Duty Team 01429 523391/2/3/4 Fax 01429 523907 Emergency Duty Team 08702 402994 Fax 01642 528727 Register Custodian 01429 523886 Register Administrator 01429 523960 Fax 01429 523905</p> | <p>Gateshead Learning and Children Access & Assessment Team 0191 433 3000 Fax 0191 477 6544 Emergency Duty Team 0191 477 0844 Fax 0191 477 9438 Register Custodian 0191 433 2374 Register Administrator 0191 433 8249 Fax 0191 478 9426</p> |
| <p>Middlesbrough Children Families and Learning Dept Assessment Team Access Officer 01642 300870 Fax 01642 300849 Emergency Duty Team 08702 402994 Fax 01642 528727 Register Custodian 01642 818094 Register Administrator 01642 818094 Register Fax 01642 818559</p> | <p>Newcastle Social Services Customer Services Points Cruddas Park 0191 2772500 Fax 0191 2772477 Sheriff Leas 0191 2863311 Fax 0191 2716865 Walker 0191 295535 Fax 0191 263 9292 Emergency Duty Team 0191 2328520 Fax 0191 2114947 Register Custodian 0191 2116328 Fax 0191 2114841 Register Administrator 0191 2772404 Fax 0191 2772421</p> |
| <p>North Tyneside Children's Services First Call 0191 200 6262/3 Fax 0191 200 1098 Emergency Duty Team 0191 2006800 Fax 0191 200 7309 Register Custodian 0191 200 1098 Register Administrator 0191 200 5566 Fax 0191 200 5600</p> | <p>Northumberland Social Services Monitoring & Review Team 01670 714411 Emergency Duty Team 0845 600 5252 Register Custodian 01670 714411 Register Administrator 01670 714411 Register Fax 01670 733861</p> |

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| <p>Redcar & Cleveland Social Services Department Access Team 01642 771500 Fax 01642 771535 Emergency Duty Team 08702 402994 Fax 01642 528727 Register Custodian 01642 771529 Register Administrator 01642 771523 Fax 01642 771522</p> | <p>Stockton Department of Children, Education and Social Care First Contact Team 01642 527754/57/59/60/65 Fax 01642 527756 Emergency Duty Team 08702 402994 Fax 01642 528727 Register Custodian 01642 527634 Register Administrator 01642 527638/9 Fax 01642 393371</p> |
| <p>South Tyneside Social Care and Health Directorate Children's Services Referral Team 0191 456 4473 Fax 0191 454 4991 Emergency Duty Team 0191 456 2093 Fax 0191 454 4991 Register Custodian 0191 454 5021 Register Administrator 0191 454 5021 Fax 0191 427 5037</p> | <p>Sunderland Social Services Directorate Initial Response Team 0191 566 1500 Fax 0191 566 1501 Emergency Out of Hours Team 0191 553 1991 Fax 0191 525 1574 Register Custodian 0191 566 1602 Register Administrator 0191 566 1612 Fax 0191 566 1601</p> |

CHILD PROTECTION PROFORMA

CONFIDENTIAL

Notification of registered child moving temporarily/permanently to another local authority

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|--------------------|--|-----------------|--|
| Child's full name: | | Aliases in use: | |
| Date of Birth: | | | |
| Current address: | | Former address: | |
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|---------------------------------|--|----------------------------------|--|
| Names of current carers: | | Status of Carers: | |
| Names of parents (if not above) | | Address (if not current address) | |
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| Names of other household members with the child | | Relationship | |
| Basic information about current household members | | | |
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|----------------------|--|----------|--|--------------|--|
| Date of Registration | | Category | | Legal Status | |
|----------------------|--|----------|--|--------------|--|

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|-------------------|--|----------|--|
| Name of Keyworker | | Address | |
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| | | | |
| | | Tel. No. | |

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|---------------------------------|--|-------------------------------|--|
| Date of last contact with child | | Intentions for future contact | |
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| Name of family doctor | | Address | |
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| | | | |
| | | Tel. No. | |

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|------------------------|--|----------|--|
| Name of school/nursery | | Address | |
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| | | | |
| | | Tel. No. | |

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| Basic information about child's current health development | |
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| What are the plans for the child | |
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