

Children and Families Moving Across Local Authority Boundaries

1. Introduction

1.1 Children and young people, especially those assessed to be in need or at risk, are likely to be even more vulnerable because of homelessness and the dislocation that may occur as a result of moving between local authority areas. Relationships with relatives, friends, schools and statutory services are likely to be fractured because of such moves; alternatively, those seeking to avoid statutory services may welcome the opportunity to sever relationships with those that have begun to understand them.

1.2 Families may move for a variety of reasons. Failure to comply with the terms of their tenancy, eviction, homelessness, and victimization because of involvement in gangs or anti-social behaviour can all be reasons why families move between local authority areas. Government policy and the pressure on the housing market, especially in inner London, can all lead to the movement of vulnerable children/young people and their families between local authority areas. Increasingly, homeless families are placed for extended periods in other local authority areas; sometimes they may choose to continue to access some universal services within their originating authority (e.g., education). However, as set out in **paragraph 1.4**, this does NOT determine responsibilities under the Children Act 1989 for safeguarding and promoting the welfare of the children of such families.

1.3 All reasonable efforts should be made to house children/young people who are subject of a child protection enquiry, assessment of need, child protection plan or child in need plan within their local area unless a move is part of the child protection or child in need plan. This applies to both temporary and permanent housing provision. In most cases, this will minimize the disruption and mean that professional networks can be maintained. The safeguarding partnership should oversee the development of such a protocol for keeping children/young people in the local area between relevant partner agencies.

1.4 Regardless of the reasons or circumstances of families moving between local authority areas, the Children Act 1989 says that the responsibility for safeguarding and promoting the welfare of such children/young people lies (Section 17 and Section 47): it is with the local authority responsible for the area in which the child/young person lives or is found, i.e. where they are at the time that a concern may arise, which will normally be where they are living. However, case responsibility should remain with the authority in who's area they previously resided for a short period of time in specific circumstances, i.e. where the child/young person is already the subject of a protection plan (**see paragraph 3.10 below**), child in need plan (**see paragraph 4.5 below**) or where an assessment (S17 or S47) has already commenced but is yet to be completed (**see Section 2, Children Subject to Child Protection Enquiries or Assessments of Need**). Looked after children will always remain the responsibility of their originating authority (**see Section 5, Other Children**).

1.5 Where there is a concern about the risk to an unborn child, the responsibility for undertaking the pre-birth assessment lies with the home authority, i.e. the authority in who's

area the pregnant woman is residing at the time that the concern is first identified. Responsibility will remain with that authority until the completion of the assessment and may then transfer to another authority in the event that the pregnant woman moves. If a pregnant woman is homeless, then the responsibility for undertaking the pre-birth assessment will be with the authority in whose area the concern is first identified, usually through registering for antenatal care. Where a woman has been homeless, and is subsequently remanded into custody, the responsibility for the assessment lies with the Local Authority in whose area the prison is located.

1.6 Where a pregnant woman has moved or is likely to move repeatedly (more than twice) between local authority areas for short periods of time (less than 4 weeks), it would be good practice for the originating authority (i.e. where the concern was first identified) to retain case responsibility until the woman has settled i.e. has been placed in housing for a period that will exceed 4 weeks. This is to ensure some continuity in the arrangements for the protection of the unborn child.

See also [Referral, Investigation and Assessment](#)

1.7 If the pregnant mother is a looked after child or a care leaver, then the placing authority (the originating authority) should work with the receiving authority (**see paragraph 5.8 below**).

1.8 In this section of the procedures:

- The 'originating authority' is the local authority area in which the child/young person/family previously lived, and the 'receiving authority' is the local authority to which the child/young person/family has moved;
- Does not distinguish between temporary (i.e. 4 weeks or longer unless the family are the subject of a statutory homelessness assessment in which case 8 weeks) or permanent moves or to the nature of accommodation in which the child and/or family are living - e.g. private or public housing;
- Is concerned with local authority children's social care case responsibilities in relation to children in need, including those in need of protection. Other local authority services and other agencies will have arrangements determined by different legislation and guidance;
- Excludes local authority housing provision or local authority children's social care provision of housing or subsistence costs which are part of a child in need or child protection plan. These remain the responsibility of the originating authority until the is resolved, although the receiving authority may become responsible for other aspects of service delivery.

1.9 In exceptional cases, in response to the circumstances of an individual child/young person, a local authority children's social care first line manager or above may negotiate different arrangements to those set out here, with their equivalent in another local authority. Such negotiated departure from this procedure should be confirmed in writing by both the originating and receiving local authorities within 48 hours of the agreement being made.

2. Children Subject to Child Protection Enquiries or Assessments of Need

2.1 When a family with children subject to child protection enquiries or an assessment of need moves from one local authority area to another local authority area, then the responsibility for the completion of those enquiries / that assessment should normally remain with the originating authority. This ensures that services are working together to limit the extent to which children/young people and families are exposed to having to repeat their stories and work is being repeated.

2.2 It is the responsibility of the originating authority to notify the receiving authority that the family has moved into their area, that they are the subject of an enquiry or assessment, and to ensure that other agencies working with the family are aware that the family have moved. It is the responsibility of each of those agencies to notify their counterparts in the receiving area that the family has moved and to facilitate the transfer of records in accordance with their own agency guidelines.

2.3 Where a family has only been resident in the originating authority for less than 4 weeks, a decision made to undertake an assessment, but the assessment has not commenced, then the receiving authority should undertake the assessment. However, if the assessment has commenced, then the originating authority should complete it. This is especially important for those families who have moved frequently between authorities thereby preventing any authority or professional network from getting to know them.

2.4 If, at the conclusion of the child protection enquiries, it is decided that a child protection conference should be arranged to consider whether the child(ren) should be made subject to a child protection plan, then the originating authority should notify the receiving authority and request that the receiving authority convene an initial child protection conference. That conference should be held within 15 working days of the date of the strategy meeting that initiated the child protection enquiries. The originating authority will be responsible for providing reports setting out the basis of their concerns in the format that they would normally use if they were arranging the initial child protection conference. The receiving authority will assume case responsibility from the date of the initial conference.

2.5 The receiving authority may delay the date of the initial child protection conference if it considers that the documentation provided by the originating authority is incomplete or not of a sufficient standard. Any disagreements about the quality of the documentation should be resolved between managers in the respective services and escalated to the senior manager responsible for safeguarding services in each authority in the event of a disagreement. Any disagreements should be resolved within 5 working days from the point of receipt of the documentation. Should the receiving authority not agree with the decision to convene an initial child protection conference, that disagreement should be immediately escalated to the senior managers responsible for safeguarding in both authorities and resolved within 5 working days.

2.6 If, at the conclusion of an assessment of need, the originating authority determines that the child(ren)/young people should be the subject of a child in need plan, then the originating authority should notify the receiving authority and request that the receiving authority convene a child in need meeting to agree a child in need plan within 15 working days of the

completion of the assessment. The originating authority will be responsible for providing reports setting out the basis of their assessment in the format that they would normally use if they were arranging the meeting. The receiving authority will assume case responsibility from the date of the child in need meeting.

2.7 The receiving authority may delay the date of the child in need meeting if it considers that the documentation provided by the originating authority is incomplete or not of a sufficient standard. Any disagreements about the quality of the documentation should be resolved between managers in the respective services and escalated to the senior manager responsible for safeguarding services in each authority in the event of a disagreement. Any disagreements should be resolved within 5 working days from the point of receipt of the documentation. Should the receiving authority not agree with the decision to convene a child in need meeting, that disagreement should be immediately escalated to the senior managers responsible for safeguarding in both authorities and resolved within 5 working days.

2.8 If a concern is identified in respect of a child/young person who is temporarily in another local authority area (e.g. nursery or school, boarding school, hospital, one-off event, such as a fairground, holiday home or outing or where a privately fostered or looked after child is living with their carers), then the host authority is responsible for initiating action but the home authority should assume case responsibility following the strategy meeting – see [Child Protection Enquiries - Section 47 Children Act 1989 Procedure](#).

3. Children Subject to Child Protection Plans

3.1 When a family with children subject to a child protection plan moves from one local authority area to another local authority area, then the responsibility for the monitoring, supervision and updating of that plan must transfer from the originating authority to the receiving authority. In order that the vulnerability of such children/young people is not compromised, such case transfers should take place in a timely manner. During the period prior to the formal transfer of case responsibility, the originating authority should continue to monitor the protection plan.

3.2 When a family with children subject to a child protection plan moves to another local authority area, the originating authority should notify the receiving authority at the earliest opportunity. The originating authority should provide the receiving authority with the following documentation:

- Copies of an up-to-date assessment of each of the children in the family which clearly identifies the risk(s) to each child;
- Copies of the minutes of all of the child protection conferences and child protection plans relating to the current period for which the children have been subject to a child protection plan;
- A copy of the current child protection plan;
- An up-to-date case summary setting out both the current situation and all relevant background information about the children;
- An up-to-date chronology.

3.3 The receiving authority should arrange a transfer child protection conference within 15 days of receipt of the documentation referred to in 2.2. The receiving authority will be responsible for undertaking checks on any other residents of the new address as appropriate if they have not already been undertaken by the originating authority. At that child protection conference, the receiving authority will formally accept case responsibility. The conference should determine whether or not the children will remain subject to a child protection plan and, if so, the contents of that plan. Should the conference decide that a child protection plan is no longer required, then it may recommend that a child in need plan be developed. Regardless of the outcome of the conference, the receiving authority will formally accept case responsibility.

3.4 It is the responsibility of the originating authority to ensure that all other agencies working with a child subject to a child protection plan are notified that the child has moved to another area. It is the responsibility of each agency in the originating authority to notify their counterparts in the receiving area that the child has moved to their area and to transfer relevant documentation as soon as possible. Where a child of school age has moved to another area and not registered for a school place, then it will be the responsibility of the receiving authority to treat that child as if they are missing from education and to seek to ensure that their parents or carers register that child for a school place as soon as possible.

3.5 Following the transfer child protection conference, the originating authority will end their child protection plan and notify relevant agencies accordingly.

3.6 Where the originating authority has been providing or funding services for the children, they should continue to do so for the period originally envisaged by the child protection plan so long as it remains practical for the child / family to receive that service, e.g. funding a social or recreational activity may no longer be practicable. Where the originating authority is funding the housing and / or subsistence costs of the family, they should continue to do so until such point as the family is able to claim benefits or pay the housing costs themselves. For families receiving financial support because they have no recourse to public funds (NRPF), the financial support should continue to be provided by the originating authority until such time as the family's immigration status is resolved although all other responsibilities for services under S17 or S47 of the Children Act 1989 will be the responsibility of the receiving authority.

3.7 The only reasons why case responsibility for children subject to a child protection plan should not transfer from the originating authority to the receiving authority are:

- If the child is looked after by or the subject of a statutory order to the originating authority;
- If the child has been temporarily placed by the originating authority in the area for the purposes of assessment, treatment (psychological or medical) or education, with or without their parents and will be returning to the originating authority;
- If the child has been remanded into custody or received a custodial sentence;
- If the child is temporarily living with relatives or friends in the area but will be returning to the care of a parent in the originating area [1];
- If the child and their family have been placed in temporary accommodation in the receiving authority for a specified period of time, which is less than 4 weeks (8 weeks if the subject of a statutory homelessness assessment), after which they will be located elsewhere;

- A decision has already been made to initiate care proceedings in which case the court will determine the responsible authority.

[1] If the child is "placed with" the relative or friend by the originating authority, then the originating authority will be responsible for the assessment and approval of the relative or friend as required by the fostering regulations.

3.8 Where the originating authority is dealing with a child through the public law outline but proceedings have not been initiated pending further assessments, then case responsibility should transfer to the receiving authority. The originating authority should assist the receiving authority with the completion of the PLO documentation, chronology, assessments and plans (in addition to the documentation that would be provided as part of the transfer of case responsibility for a child subject to a CPP). The only exception to this would be if:

- There is evidence of immediate or increased risk resulting from the move; or
- There is evidence that the family have only moved to avoid legal proceedings.
- In such circumstances the originating authority should instigate proceedings immediately.

3.9 If a child is the subject to a protection plan because of a risk of extra familial harm or exploitation and moves to another local authority area as a consequence of that risk of harm or exploitation, then the originating authority should retain case responsibility until such time as the objectives of the protection plan have been achieved or 3 months, whichever is the shorter.

3.10 Even if the originating authority is not transferring case responsibility for any of the reasons listed in paragraph 3.7, 3.8 or 3.9, they should still notify the receiving authority that the child has moved into their area. The receiving authority should maintain a record of children subject to child protection plans with another authority but resident in their area and ensure that other agencies are notified of the circumstances of those children.

3.11 The nature and/or tenure of the housing provided for a family in the receiving authority is not a factor that determines cases responsibility.

3.12 Where a child and their family have moved or are likely to move repeatedly (more than twice) between local authority areas for short periods of time (less than 4 weeks), the originating authority should assess the suitability of the accommodation/other residents of that accommodation to ascertain whether there is a risk to the child. If an immediate risk is identified, then they consider what action to take to safeguard the child **see [Referral Investigation and Assessments Procedure](#)**. It would be good practice for the originating authority to retain case responsibility until that child and family have settled i.e. have been placed in housing for a period that will exceed 4 weeks. This is to ensure continuity in the arrangements for the protection of that child. If either the originating authority or the receiving authority identifies that a family are or have been moving repeatedly between areas for short periods of time, then the originating authority should retain case responsibility until they are "settled", i.e. likely to remain at an address for a period in excess of 4 weeks.

3.13 The receiving authority may delay the date of the transfer child protection conference if it considers that the documentation provided by the originating authority (**see paragraph 3.2,**

above) is incomplete or not of a sufficient standard. Any disagreements about the quality of the documentation should be resolved between managers in the respective services and escalated to the senior manager responsible for safeguarding services in each authority in the event of a disagreement. Any disagreements should be resolved within 5 working days from the point of receipt of the documentation.

3.14 For the avoidance of doubt, the originating authority should ensure that other agencies within its area are aware that the child/family have moved to another area and that those agencies will notify their counterparts in the receiving area that this move has occurred.

3.15 These procedures relate to duties arising out of the Children Act 1989 and related legislation, regulation and guidance to provide services for children at risk of significant harm and subject to a child protection plan. The transfer of case responsibility from the originating authority to the receiving authority may not always mean that all of the responsibilities of the originating authority for the completion of an assessment of need risk have also come to an end. Whilst this is not a reason to delay the transfer of case responsibility for a child protection plan, the originating authority should seek legal advice to ensure that any duties arising out of other sections of the Children Act 1989 or other legislation have also been fulfilled.

3.16 Where the parents or carers of a child who is the subject of a child protection plan are planning to move abroad, a review child protection conference should be convened to determine whether or not the planned move will increase the risk to the child and, if so, whether legal proceedings should be commenced. Where a child who is the subject of a protection plan moves abroad unexpectedly, then a strategy meeting should be convened to consider whether legal proceedings should be commenced. The review conference or strategy meeting should consider whether or not the relevant local authorities in the country to which the child has (or intends to) move to should be informed of any concerns, taking into account the potential impact on the child / family in that country.

3.17 In the case of children taken overseas it may be appropriate to contact the Child Abduction Unit Consular Directorate at the Foreign and Commonwealth Office which offers assistance to British nationals in distress overseas (020 7008 1500). They may be able to follow up a case through their consul.

4. Children in Need

4.1 When a family with children subject to a child in need plan moves from one local authority area to another local authority area, then the responsibility for the monitoring, supervision and updating of that plan should transfer from the originating authority to the receiving authority. In order that the vulnerability of such children is not compromised, case transfers should take place in a timely manner. During the period prior to the formal transfer of case responsibility, the originating authority should continue to monitor the plan.

4.2 When a family with children subject to a child in need plan moves to another local authority area, the originating authority should notify the receiving authority at the earliest opportunity. The originating authority should provide the receiving authority with the following documentation:

- Copies of the most recent assessments of the children;
- Copies of the child in need plan;
- A case summary and, if the case summary is not up to date, a social work report identifying the needs of each of the children;
- Copy of an up to date chronology;
- If the children have previously been the subject of a child protection plan, than the originating authority should ensure that the risks and protective factors are clearly described in the case summary.

4.3 The receiving authority should convene a meeting to discuss the transfer of case responsibility for the child and family within 3 weeks of being notified of the move. The originating authority should provide the documentation for that meeting in the same format that they would use for a meeting convened to review a child in need plan. Following that meeting, case responsibility will formally transfer from the originating to the receiving authority.

4.4 Where the originating authority has been providing or funding services for the children, they should continue to do so for the period of time originally envisaged by the child in need plan. Where the originating authority is funding the housing and / or subsistence costs of the family, they should continue to do so until such point as the family are able to claim benefits or pay for the housing costs themselves. For families receiving financial support because they have no recourse to public funds (NRPF), the financial support should continue to be provided by the originating authority until such time as the family's immigration status is resolved although all other responsibilities for services under S17 or S47 Children Act 1989 will transfer to the receiving authority.

4.5 The only reasons why case responsibility for children subject to a child in need plan should not transfer from the originating authority to the receiving authority are:

- If the child in need plan only relates to the provision of financial support for housing and / or subsistence;
- If the child is the subject of a statutory order to the originating authority;
- If the child has been temporarily placed by the originating authority in the area for the purposes of assessment, treatment (psychological or medical) or education, with or without their parents and will be returning to the originating authority;
- If the child has been remanded into custody or received a custodial sentence;
- If the child is temporarily living with relatives or friends in the area but will be returning to the care of a parent in the originating area [1];
- If the child and their family have been placed in temporary accommodation in the receiving authority for a specified period of time, which is less than 4 weeks (8 weeks if the subject of a statutory homelessness assessment), after which they will be located elsewhere.

[1] If the child is "placed with" the relative or friend by the originating authority, then the originating authority will be responsible for the assessment and approval of the relative or friend as required by the fostering regulations.

4.6 If a child is the subject to a child in need plan because of concerns of extra familial harm or exploitation and moves to another local authority area as a consequence of those concerns, then the originating authority should retain case responsibility until such time as the objectives of the child in need plan have been achieved or 3 months, whichever is the shorter.

4.7 Even if the originating authority is not transferring case responsibility for any of the reasons listed in paragraphs 4.5 or 4.6, they should still notify the receiving authority that the child has moved into their area.

5. Other Children

Children Subject to a Statutory Order

5.1 Children subject to a care order, an interim care order, any form of supervision or family assistance order, an emergency protection order, a child assessment order or subject to police protection [1] remain the responsibility of the originating authority. Case responsibility may only be transferred by order of the court.

[1] [See Sections 31, 16, 44, 43 and 46 of the Children Act 1989.](#)

5.2 Care Planning, Placement and Case Review statutory guidance, sets out the duties of local authorities to consult with and subsequently notify other local authorities if they place a looked after child in their area. It also requires children's homes to notify their host local authority when a child is placed with them by another authority. The Association of Directors of Children's Services provides the contact details for each local authority for such notifications, see [Out of Area Children in Care Notifications England](#) or [Out of Area Children in Care Notifications Wales](#).

5.3 The originating authority should always notify the receiving authority when a child who is not looked after but the subject of one of the orders set out in paragraph 5.1 moves into their area.

5.4 Where a child is subject to a care, supervision, or family assistance order, the originating authority may ask the receiving authority to provide services on their behalf. However, the legal responsibility for the child remains with the originating authority.

5.5 Where a child is subject to a care order and also a mother / expectant mother, the originating authority will also be responsible for that child / unborn child.

Children Accommodated by the Originating Authority

5.6 A child accommodated by a local authority but placed in another local authority area will remain the responsibility of the originating authority until:

- The child ceases to be accommodated or receiving leaving care services; or
- The receiving authority agrees to accept responsibility for the child – such an agreement should be confirmed in writing between the respective authorities.

5.7 The Care Planning, Placement and Review Regulations apply to children accommodated by the originating authority and placed in another local authority area—**see 5.2 above.**

5.8 Where a child is a mother or expectant mother and is accommodated or receiving services as a care leaver (potentially up to 25 years) and is placed by the originating authority in another local authority, the authority in which the mother is living is responsible for the unborn baby / baby.

Children in hospital, care homes or education provision

5.9 When a family with children subject to a child in need plan moves from one local authority area to another local authority area, then the responsibility for the monitoring, supervision and updating of that plan should transfer from the originating authority to the receiving authority. In order that the vulnerability of such children is not compromised, case transfers should take place in a timely manner. During the period prior to the formal transfer of case responsibility, the originating authority should continue to monitor the plan.

5.9.1 Section 85 of the Children Act (1989) requires Health and Education Authorities to notify the responsible local authority when they have either accommodated a child for more than 12 weeks, or at the time they first accommodate the child, intend to accommodate a child for more than 12 weeks. Under this section of the Act, the responsible authority may be either the originating authority (where the child was previously resident) or the receiving authority (where the child is currently placed).

5.9.2 Section 86 of the Children Act requires anyone providing accommodation for a child in a residential care home or nursing home for more than 12 weeks, or intend at the outset to accommodate them for more than three months, to notify the responsible local authority. Under this section of the Act, the responsible authority will be the receiving authority (where the child is currently placed).

5.10 Upon receiving a notification, the responsible authority should take reasonable steps to ensure that the child's welfare is adequately safeguarded and promoted whilst accommodated in the hospital, care home or residential school. Such assessments are usually undertaken by an IRO within the responsible authority.

5.11 Following the completion of their assessment, the responsible authority should determine whether:

- a) No further action is required – another visit scheduled in 6 months;
- b) Safeguarding concerns identified and one or more of the following actions should be undertaken:
 - i. Notify the provider of concerns and instruct that they take remedial action;
 - ii. Make a referral to the Local Authority Designated Officer (DO);
 - iii. Inform the child / young person's social worker;
 - iv. Make a referral to MASH.

Children made subject to a Child Arrangement Order or a Special Guardianship Order

5.12 Where a child has previously been:

- The subject of a child protection plan;
- Accommodated; or
- The subject of care proceedings.

and that plan, period of accommodation or proceedings ends when the child is made the subject of:

- A Child Arrangement Order; or
- A Special Guardianship Order.

and the child moves to another local authority area, then the originating authority should notify the receiving authority that the child has moved to their area and provide a summary of the reasons why the child was the subject of a plan, accommodated or care proceedings.

Private Fostering

5.13 Where a family that is privately fostering a child moves to another local authority area with that child, the originating authority should notify the receiving authority as soon as possible and provide copies of all relevant documentation pertaining to the private fostering arrangement. The respective authorities may agree to hold a transfer meeting if the circumstances are such that it would be helpful to do so. In any event, case responsibility will be transferred to the receiving authority within 4 weeks of the notification. Whilst private fostering arrangements usually cease when the child reaches the age of 16, in some circumstances they may continue until the child reaches the age of 18.

5.14 Where a child that is known to the originating authority moves into a Private Fostering arrangement in a different local authority area, then the originating authority should notify the receiving authority as soon as possible and provide copies of relevant assessment reports. The receiving authority will be responsible for the assessment of the private fostering arrangement. Whilst private fostering arrangements usually cease when the child reaches the age of 16, in some circumstances they may continue until the child reaches the age of 18.

Extra-Familial Harm

5.15 For the avoidance of any doubt, where a child has been made the subject of a child in need plan, a child protection plan or any other formal plan as a result of concerns of extrafamilial harm and, as a result of that plan is housed in another local authority area, then the originating authority will continue to be responsible for that child and their family for a period of 3 months following their move to another local authority area. The originating authority should inform the receiving authority that the child has moved into their area even if they are not the subject of a child protection plan or a child in need plan (**see paragraph 3.2 and paragraph 4.2 above**). Other agencies should also be informed that the child has moved into their area. It will only be in the event of new, unrelated concerns (i.e. other than the risk of extrafamilial harm) that the receiving authority will become responsible for the provision of services to that child and/or family.

5.16 Where a child has been moved to another local authority area because of a risk of extrafamilial harm, then the originating authority should inform the receiving authority even if the child/young person is not the subject of a formal plan. The receiving authority should then assist the originating authority by notifying them if the child/young person comes to their attention and providing information about local services. This may include a referral to the receiving authority's Multi-Agency Child Exploitation (MACE) and Contextual Safeguarding arrangements.

Families With No Recourse to Public Funds / Intentionally Homeless

5.17 For the avoidance of any doubt, where a child/young person and their family are receiving support (housing, subsistence costs) because they have no recourse to public funds or provided with that support because they have been deemed to be intentionally homeless and they are placed in another local authority area, then the originating authority will continue to be responsible for the provision of those services until such time as the child/young person/ family gains access to public funds/housing or no longer require that support. All other matters relating to the assessment of need or risk and the resulting services are the responsibility of the receiving authority.

Early Help Services

5.18 Where a child/young person/family have been receiving early help services and moves to another local authority area, the originating authority should notify the receiving authority that the family have moved into their area and provide a summary of the reasons for their involvement together with any intervention undertaken. If the family are in agreement, the early help service in the originating authority may request that the early help services in the receiving authority provide them with services.

Education

5.19 Where children/young people leave the school or college, the designated safeguarding lead should ensure their child protection file is transferred to the new school or college as soon as possible, and within 5 days for an in-year transfer or within the first 5 days of the start of a new term to allow the new school or college to have support in place for when the child arrives. The designated safeguarding lead should ensure secure transit, and confirmation of receipt should be obtained. For schools, this should be transferred separately from the main pupil file. Receiving schools and colleges should ensure key staff such as designated safeguarding leads and special educational needs co-ordinators (SENCOs) or the named persons with oversight for special educational needs and disabilities (SEND) in a college, are aware as required.

KCSIE 2024 (121) pg. 35 [Keeping children safe in education 2024 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/121211/keeping-children-safe-in-education-2024.pdf)

For contact details for Bedford Borough, Central Bedfordshire and Luton Local Authorities please see the [Safeguarding Bedfordshire website](#)

Adapted from the London Procedures