## [Camden logo](https://www.camdenchildrenssocialwork.info/)

## Internal Transfer Procedure for Children’s Safeguarding and Social Work Practitioners

## Step 1 – Discussion with current Team Manager:

|  |  |
| --- | --- |
|  | Discuss areas of knowledge/practice the employee wishes to develop. |
|  | Identify the service area that will best meet this learning. |
|  | Criteria to consider are:   * Is the practitioner on a current action plan? * Only open to permanent social work practitioners. |
|  | Record the discussion. |

## Step 2 – Discussion with Senior Management:

|  |  |
| --- | --- |
|  | Current Team Manager to discuss request with own Service Manager and Service Manager of receiving team/service |
|  | Identify if vacancy exists. |
|  | Heads of Service of both areas to be informed of the request and view sought. |

## Step 3 – Assessment

|  |  |
| --- | --- |
|  | Assessment of application carried out. |
|  | Record the decision. |

## Step 5 – Request Agreed:

|  |  |
| --- | --- |
|  | Notify employee of decision. |
|  | Manager approves the request |
|  | Meeting between employee and Team Manager of receiving team to agree the transfer |
|  | Date agreed for transfer |
|  | HR make changes to establishment |

## Step 6 – Request Rejected:

|  |  |
| --- | --- |
|  | Notify employee of decision and discuss reasons. |
|  | Discuss any support or assistance identified. |
|  | Notify employee of right of appeal through Employee Resolution Procedure |
|  | Reject request in writing |

**…………………………………………………………………………End of Procedure………………………………………………………………………**

Notes

This Internal Transfer Procedure is for applications from social work practitioners who want to develop their skills and experience in different areas of the service. It will enable them to gain experience in different areas of social work practice, whilst making the Camden offer more attractive and increasing retention of those staff who would in the past have left, in order to develop themselves professionally.

We are mindful that this transfer scheme should not have a negative impact on children and their families and so it is essential that steps are taken to avoid this. It is important that this is an equitable offer, agreed to by all Heads of Service.

Decisions should consider the least impact on children and families and the service, but this process should take no longer than 2-3 months from expression of interest.

This procedure is only for requests to transfer between Teams/Services areas to the same role and at the same grade/salary.