Message from ESWT to all workers now working remotely and for Duty SW’s attention :

Please could you ensure all relationships, placement address, phone numbers, demographics and most importantly risks and contingency plans are up to date on LCS so ESWT have information easily visible.

Please can we remind you all to ensure that any decisions or contact with families/ professionals is added on to LCS by the end of the working day so that ESWT know what the LA’s plans are for families and can effectively support implementation during out of hours.

Please ensure that case summaries are also updated  as again this makes ESWT role quicker and more efficient accessing information at a critical time when ESWT could have increased calls in as people are not having as much direct support.

If there is an issue ongoing during the day that is likely to come to ESWT attention and need action - please ensure you email to [eswt@buckinghamshire.gov.uk](mailto:eswt@buckinghamshire.gov.uk)  and  phone it  through  to ESWT after 5pm on 08009997677 so ESWT  are aware and can discuss with you.

Referrals to ESWT for  ‘Information only’ can still be sent by emails  to the Emergency Social Work Team mailbox but will not be picked up until 5pm. As always any information  needing action must be phoned as well to ensure received and understood and there is capacity to complete during out  of hours.

Many thanks for your support with this - any queries please email Mariette Uys/Hannah Juma  and we will respond as soon as possible