**Guide to Social Work Responsibilities: Who can do what and when.**

A brief, but not exhaustive, guide to key social work tasks and who can carry them out. Each Team Manager has responsibility for allocating work as appropriate to the skills, competence and experience of their team: This is a guide, not a rigid framework. (NB. Any employed person, or student, with an enhanced DBS can carry out direct work with families but statutory CP and LAC visits can **only** be carried out by SWE registered Social Workers.)

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| **Task** | **Student** | **NQSW in ASYE** | **Family Support Worker** | **Social Worker/ Senior Social Worker** | **Advance Practitioner** | **Team Manager** |
| **Complete Child and Family Assessment** | **Yes** (must be checked and finished by qualified social worker) | **Yes** | **No** but can contribute to assessments with information and observations for SW | **Yes** | **Yes** | **Yes** |
| **CIN visits in between stat visit**  | **Yes** shadow & be observed before lone working | **Yes**  | **Yes** | **Yes**  | **Yes**  | **Yes**  |
| **CIN Key Worker** | **No** | **Yes**  | **No** | **Yes**  | **Yes**  | **Yes**  |
| **Chair CIN meetings** | **No**, can shadow and co chair with qualified social worker/supervisor sign off  | **Yes**, once shadowed and been observed (not initial). | **No**  | **Yes**  | **Yes** | **Yes** |
| **Chair Strategy Discussion** | **No** | **No** | **No** | **No** | **By exception** | **Yes** |
| **Section 47 Enquiries (Single or Joint)** | **No.** Can shadow | **Yes MUST** Follow s 47 pathway and sign-off. Shadow/Observe first | **No** | **Yes**  | **Yes** | **Yes**  |
| **CP statutory visits** | **No.** (can carry out additional direct work) | **Yes.** (dependent on support and experience) | **No.** (can carry out additional direct work) | **Yes**  | **Yes**  | **Yes**  |
| **CP Key Worker** | **No**(can co-work carry out additional direct work) | **Yes.** (dependent on support and experience; ) | **No** | **Yes**  | **Yes**  | **Yes**  |
| **Chair Core Group Meetings** | **No** | **Yes** TM/AP to chair initial,  | **No** | **Yes** (shadow and then be observed before first lone chair) | **Yes** | **Yes**  |
| **Complete conference report** | Can contribute, but not responsible for whole report. | Yes | Can contribute/ complete if co-working | **Yes**  | **Yes**  | **Yes**  |
| **Attend conference as key worker** | **No** Can observe/ contribute if co-working. | Yes | **No.** Can observe/ contribute if co-working | **Yes** | **Yes** | **Yes** |
| **Court reports** | **No** Can co-work/co write and summary of direct work may be included in SW’s report. | **Yes** but only with SP/TM support and sign off | **No.** Can co-work and summary of direct work may be included in SW’s report | **Yes** | **Yes** | **Yes** |
| **Court attendance/ give evidence** | Can observe. May be asked specifically to prepare a report relating to specific work. If so supervised and supported by PE. | Yes always with AP/TM support.  | Only if Court requested; always with AP/TM support. Can observe | **Yes**, with, as appropriate, support of SP/TM | **Yes** | **Yes** |
| **LAC stat visit** | **No** Can carry out additional direct work | **Yes**, (less complex cases or co-work) | **No** Can carry out additional direct work | **Yes** | **Yes** | **Yes** |
| **LAC review** | Can attend/present with SW. | **Yes**, once shadowed and been observed. | Can attend/ present with SW. | **Yes** | **Yes** | **Yes** |
| **Adoption work\*** | Co-work–sign off by experienced\*worker  | Co-work–sign off by experienced\*worker | Co-work–sign off by experienced\*worker | **Yes\*** | **Yes\*** | **Yes\*** |
| **Supervision of staff** | **No** | **No** | No | If Practice Educator- for their student | **Yes** | **Yes** |
| **ASYE Assessor** | **No** | **No** | No | If Practice Educator- for their student | **Yes** | **Yes** |

\* Adoption work should be carried out by the following:

(a) A SW who has at least three years' post-qualifying experience in child care social work, including direct experience of adoption work; **or**

(b)is supervised by a social worker who—

(i)is employed by the local authority or registered adoption society in question; and

(ii)has at least three years' post-qualifying experience in child care social work, including direct experience of adoption work. Revised December 2020

Developed from Cambridgeshires documen**t:** Who can do what and when.