**TERMS OF REFERENCE FOR THE INTERGRATED DUTY TEAM – BUSINESS CRITICAL WORK ONLY**

1. **STAFFNG**

The duty team will be staffed with 6 duty social workers comprising;

1 Placements officer

3 Business Support Officers

2 Social Workers from the Single Assessment Team

2 Social Workers from Children Looked After

2 Social Workers from Safeguarding and Family Support

1. **MANAGEMENT STRUCTURE**

1 Head of Service or 1 Service Manager

2 Team Managers

1. **HEAD OF SERVICE/SERVICE MANAGER ROLE**

The Head of Service will chair the daily 8 .30am – 9.30 integrated duty team meeting attended in person by both Team Managers and in conference call with the MASH manager.

This meeting will establish who is available to work both remotely and in the duty team.

This meeting will establish any critical safeguarding tasks or visits that need to be undertaken and which team will complete the task/visit. I.e. duty or remote working.

Team managers will then brief the workers and remote managers in relation to the agreed priorities and tasks for the day.

1. **RESPONSIBILITIES OF THE MANAGER**

DUTY MANAGER

The duty manager will agree on a daily basis with the Head of Service/Service Manager and MASH manager, which tasks and visits need to be prioritised in order to protect children and ensure their safety.

The duty manager will allocate work across the duty team to an available social worker.

The duty manager will chair Strategy Discussions and manage the enquires under section 47

The duty manager will ensure that EDT is briefed at the end of the day.

MANAGER CO-ORDINATING REMOTE WORKING

The manager will liaise with all team managers based at home on a daily basis to establish

* who is available for work.
* which allocated cases require an urgent social work response/contact visit and
* how the worker will be managed while working remotely.

If any cases requiring a social work visit cannot be covered by the allocated worker, then other social workers from the same team who are also working remotely will be asked to undertake the visit in the first instance. If there is no availability, the visit will be covered by a duty worker from the combined duty team.

1. **RESPONSIBILITIES OF THE TEAM**

The duty team will be responsible for responding to all new safeguarding emergencies forwarded by the MASH that the duty team has identified as requiring an immediate safeguarding response

The duty team will be responsible for responding to any safeguarding emergencies on open cases that the allocated social worker cannot respond to due to illness or self- isolation.