**4 Borough Emergency Duty Team**

**Alert Notifications**

There are occasions when it will be beneficial for the 4 Borough EDT Team to be alerted to a case where something could potentially occur out of hours. This will be for information purposes and is not a request for planned work (there is a separate process for requesting EDT to undertake planned work). Notifying EDT through an alert notification is also a useful measure in case your Children’s database is unavailable and EDT are unable to access any records for the child. **Please note that EDT Service is not an extension of day service; there is one worker on shift for two Local Authorities covering ‘emergencies’. Therefore, EDT will not be able to complete case work. Please ensure that the case is properly managed, and your case file is up to date before the alert is sent to EDT.**

The following criteria are when alert notifications should be sent:

*\*If a case has been heard in Court and there is specific information that would be helpful to know. For example, if an Interim Care Order was applied for, not granted and protective measures have instead been put in place such as ‘family support worker from X agency (contact details attached) to visit the family twice daily on Saturday and Sunday’* or *‘child not to have any contact with X’* or *‘Written Agreement drawn up between the Local Authority and the parents (copy of Written Agreement attached)’.* Or, *if a case has been heard in Court and an Order has been granted, however it is anticipated that there may be some ‘fall out’ with service users from the decisions made, give details of this with a copy of the Court Order attached.*

*\*If specific information needs to be adhered to when it is anticipated that something serious may happen on a case out of hours. For example, ‘if X happens, child X needs to be accommodated by the Local Authority’.* Or*, ‘Child X can be placed with family member X, but do not place child with maternal grandmother X’.*

*\*If a young person has been missing, their current placement has been terminated and when found they are to be placed in, for example, a secure unit. Information is needed as to where they will be placed and how they are to be transported there, e.g. has secure transport been arranged? Or, if a child is likely to abscond, information on where they should be placed if they are found, again along with what transport arrangements are in place, i.e. who will collect the child and transport them to where they should be placed. Please be aware that the Police generally only transport children if it is the Police who have found the child, they are not a general transport service for children.*

*\*If a family has presented as homeless and it has been determined that on no account should they be accommodated that evening / weekend by the Local Authority. You must clearly state your rationale for the decision and who has authorised that decision.* *Please note that it is the responsibility of daytime services to devise a robust plan and not just advise families to contact EDT later. EDT may need to take the decision to accommodate a family if there is no clear plan.*

EDT does not need to be alerted to minor information that can simply be recorded on a case note. If the information you wish to alert EDT falls within the above criteria, please complete the below information and email it to the Childrens EDT inbox ChildrensEDT@redbridge.gov.uk . The inbox will be monitored by the support team before 5pm and the alert will be reviewed by EDT Service Manager. Alerts sent after 5pm will be reviewed by the EDT Duty Senior Practitioner. The alert needs to be signed off by your line manager before it is sent to EDT for review.

Please remember that you are sending personal information about a family and so must ensure that you send this via a secure means, e.g. Egress or Mimecast to avoid a data breach UNLESS you are on a secure network (Office 365). (LBBD, Redbridge, Havering are on a secure network therefore not required to be secured).

**Please note that an EDT Social Worker may need to give you a brief call on receipt of your Alert Notification to seek clarity on the information provided. You must be available to take this call or provide details of someone else that can. Please provide a mobile number.**

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| **Date/Time:** |  | |
| **Your name and mobile contact number:** |  | |
| **Your team and your manager’s name and mobile contact number:** |  | |
| **Service user’s full name and date of birth:** |  | |
| **Service user’s full address including postcode:** |  | |
| **Database ID number:** |  | |
| **Information to be alerted to:** | |  |
| **The Contingency Plan and required steps should the EDT Worker identify further concerns:** | |  |
| **NOTES: \*Please attach any information that supports your alert, e.g. copy of Written Agreement, Court Order etc.** | | |
| **\*You only need to complete this section if your alert is about a child potentially being placed with a *new* foster carer, please provide the following information, in order that the EDT Social Worker can provide this information to the foster carer when placing the child:**  **Childs details:**  (Age, gender, religious beliefs, ethnicity, significant family members)  **Health needs of child:**  (GP, medical needs, allergies, dietary requirements)  **Reason for coming into care:**  (Child abuse, behavioural issues, placement breakdown)  **Legal remit of placement:**  (Police protection, S20, remand to care, parental responsibility)  **Associated risks:**  (Mental ill health, behavioural issues, sexually harmful behaviour, CSE)  **Who to contact:**  (EDT number, allocated social worker, daytime MASH team)  **Contact details for the parent/carer/family member**  (address and contact number)  **Transport arrangement details:**  (i.e. placements transport, commissioning of REDDO/PKS to transport child back home or to a placement)  **Forward planning, what would you like EDT to do?**  (School arrangements, placement duration) | | |