



Centre for Professional Practice

Practice Briefing Note

Title:	Out of Hours Weekend Visits Referrals and Service Process Map
Effective From:	9 th April 2020
Practice Note:	<p>Staff from Family Solutions provide a safe and well visiting service at weekends. These visits are undertaken following a referral from either a Social Worker, an Intensive Family Support Worker, or their Manager. The aim of this Practice Briefing Note is to formalise the weekend working arrangements, and to clearly present the support the team can offer.</p> <p>Referrals to the service are accepted when one or all of the following criteria are met:</p> <ul style="list-style-type: none">• The child/children have required daily monitoring throughout the preceding week and visits need to be undertaken to continue to safeguard them;• A referral has been received through the MASH process within a period of 72 hours and a Child and Young Person's Assessment / Section 47 Enquiry is underway, and it is believed that extra vigilance is required whilst this takes place.• The child's case has been presented at court and a judge has requested monitoring visits which include the weekend. <p><i>The service will not undertake visits to carry out specific assessments or deliver diversionary activity.</i></p> <p>All referrals needs to be received no later than 4pm on Friday afternoon, and this needs to be sent to the Intervention and Prevention (I and P) Team admin box: landP.cs@dudley.gov.uk. On the same day, a Service Manager from Family Solutions will decide whether the referral will be accepted, and the confirmed list will be sent to the On Call Manager, On Call Staff, and the Emergency Duty Team.</p> <p>All staff undertaking weekend visits will contact the On Call Manager prior to visits commencing. If any issues or concerns arise, contact needs to be made with the On Call Manager immediately. In the event they cannot be contacted, then contact needs to be made with the Emergency Duty Team.</p> <p>Following the completion of visits, the On Call Manager should be contacted again to confirm completion.</p>

	<ul style="list-style-type: none">• Out of Hours Weekend Visits Referral Form• Out of Hours Weekend Visits Service Process Map• Out of Hours Weekend Visits Schedule and Guidance
Authorised by:	Senior Leadership Team, 9 th April 2020
Date:	9 th April 2020
Review Date:	13 th July 2020
Reference No:	0068/2020/ CPP

