



EMERGENCY DUTY SERVICE

SESSIONAL WORKER

Information Pack

SESSIONAL SOCIAL WORKERS – EMERGENCY DUTY SERVICE

Information Pack

The principal responsibility of the EDT is to respond to out of hours referrals where intervention from the local authority is required to safeguard a vulnerable child and where it would not be safe, appropriate or lawful to delay that intervention to the next working day.

The EDT may also deal with referrals, which are not assessed as emergencies but where delay before intervention by day staff could cause deterioration in the welfare or safety of the subject of the referral.

The EDT is not intended to provide the same level of service that is available during normal office hours. It does not have the resources to do so, either in terms of staff or access to information and support from partner agencies.

The role of the weekday Sessional Social Workers is to be available as necessary to either support the core team member or to complete a specified piece of work on behalf of the Emergency Duty Service.

Attached is information relating to the requirements for the job, the terms and conditions of the job, together with details of how to make an application to become a Sessional Social Worker.

For an informal discussion you are invited to contact Jill Hudson on the number below.

Applications should be returned to Jill Hudson Team Manager at jill.hudson@bradfordcft.org.uk or susan.uttley@bradfordcft.org.uk

EMERGENCY DUTY SERVICE

SESSIONAL SOCIAL WORKER (CHILDREN, YOUNG PEOPLES AND FAMILIES)

CONTACT AND REPORTING

- ❖ At the beginning of the session the worker will ring into the EDT base and confirm availability.
- ❖ When undertaking sessional work all staff will work under the direction of the EDT duty workers.
- ❖ The EDT duty worker will telephone the sessional worker when there is a piece of work to be done; they will outline the situation. The duty worker will agree with you the action to be taken.
- ❖ A risk assessment will be undertaken by the EDT Worker before a visit is undertaken by the sessional staff.
- ❖ When going out from home, sessional workers should have a mobile telephone with them, the number of which will be recorded by the EDT duty worker, together with the name and address of the person to be visited.
- ❖ If the sessional worker is not able to return by the estimated time then they should ring into the EDT duty worker to update him/her on the time of return and discuss any difficulties which may have arisen. (The EDT Worker will take appropriate action if a sessional worker does not return or make contact within the expected time frame).
- ❖ On completion of the visit the sessional worker will confirm the completion of the piece of work, record the action taken
- ❖ The **total** number of hours worked will be agreed with the EDT worker and an entry made on the log sheet. A claim form should then be completed and submitted to the EDT BSO for authorisation by email within 4 weeks.
- ❖ If there is no further work required at that point then the sessional worker will return home.

EMERGENCY DUTY SERVICE - SESSIONAL STAFF

TERMS AND CONDITIONS

Time of Session

Over the normal weekend there are 4 sessions

Friday 1730 hrs to 0600 hrs.

Saturday 0600 hrs to 1800 hrs.

 1800 hrs to 0600 hrs

Sunday 0600 hrs to 1800 hrs.

Pay

The sessional standby payment is £31.58 per 12 hour shift

Call out payment £24.56 per hour

The first hour of work will be deducted from the total hours worked, this first hour is covered by the standby payment.

Availability

Sessional staff must make themselves available and be contactable throughout the period of time covered by their rota'd session.

Additional Employment

As a day time employee, sessional work is over and above contracted hours. It is the responsibility of the worker to ensure the EDT role and the substantive post do not conflict.

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SESSIONAL SOCIAL WORKER

To meet the challenge of the job you will need to meet the following **requirements**:

- ❖ Be experienced Level 3 worker.
- ❖ Have a vehicle available for work.
- ❖ Have a good working knowledge of the Children Act 2004.
- ❖ Have a working knowledge of the Police and Criminal Evidence Act 1984, including the role of the Appropriate Adult.
- ❖ Have proven ability and confidence to undertake independent risk assessments of children, young people and their families.
- ❖ Be able to work with minimum supervision and direction.
- ❖ Have experience of working with an interpreter.
- ❖ Be able to record work clearly, accurately and succinctly.
- ❖ Be computer literate and be able to access ICS at home.

APPLYING FOR THE JOB:

To apply to become a Sessional Social Worker you should submit the following information:

- (a) Your name, home address and landline and mobile telephone number.
- (b) Your work base address and email address.
- (c) HCPC Registration Number and DBS disclosure number and date
- (d) Your line manager's name and telephone number.
- (e) A summary of your social work career experience to date.
- (f) How you meet each of the requirements of the job as detailed in the information pack above.
- (g) Additional relevant information (maximum one A4 sheet).

In addition to your statement a reference will be taken up from your line manager. Both will be taken into account as part of the short listing and selection process.

The statement should be sent to Jill Hudson Team Manager at jill.hudson@bradfordcft.org.uk