



One minute guide

Duty and Advice Team

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What is the Duty and Advice Team?

The Duty and Advice Team is based in Children's Social Work Service and is part of the Leeds Front Door ([guide](#)). The team is made up of social workers and social work team managers and includes the Children's Emergency Team ([guide](#)).

Social Workers take calls from practitioners about safeguarding concerns and discuss with them whether a contact should be taken and if a referral to Children's Social Work Service is appropriate.

Where practitioners are in need of general safeguarding advice, they are advised to speak to safeguarding leads or line managers in their own agencies. Schools may also consider seeking advice from the Education Safeguarding Team.

How does the team work?

The Duty and Advice social workers are trained and skilled in analysing information to decide the best way forward to support the child and family. They use the principles of Rethink Formulation ([guide](#)) as part of Leeds Practice Model ([guide](#)) to analyse information and inform decision making. This means that the social worker will ask the referrer a number of questions to understand the child and family's current circumstances, needs and risks.

To ensure effective partnership working, practitioners must seek consent from families before ringing Duty and Advice unless in exceptional circumstances, where doing so would place a child at risk of significant harm. Unless there is this risk of significant harm, information cannot be shared between agencies without parental consent.

After telephone contact, practitioners will need to follow up by sending the completed [Contact form](#) to the Duty and Advice email inbox within 24 hours.

Where the risk of harm is not immediate, practitioners can complete and send the form by email without making telephone contact.

What happens when a contact is taken?

Following discussion with practitioners, and where the social worker has decided that it is appropriate to take a contact because the child is at risk of significant harm under section 47 of the Children Act 1989 or whose health and development is at risk of impairment under section 17, the contact will be sent as a referral to a social work area cluster team in the locality of the child's home address.

Where the social worker decides that social work involvement is not needed at this time, they may recommend that early help support is more appropriate. If this is the case they will forward the contact to a suitable practitioner or agency for early help work to be carried out.

What should members of the public do when they have safeguarding concerns?

Where members of the public have safeguarding concerns they should contact the Council's Contact Centre where Customer Service Officers are trained in receiving contacts in relation to children. They will take calls and pass on relevant information to team managers in the Duty and Advice Team. This ensures management oversight of all children's contacts taken from the public.

If appropriate the manager will pass the child's contact onto a social worker within the team to make enquiries. The decision making pathway is the same for contacts received from practitioners.

Key contacts

Practitioners can contact Duty and Advice on tel: 0113 3760336 and the Contact Form is available from [here](#)

Out of hours, practitioners can contact the out of hours Children's Emergency Duty Team tel: 0113 5350600

Members of the Public should ring the Contact Centre on tel: 0113 2224403 and out of hours where a member of the public believes that a child or young person is in immediate danger or at risk of significant harm, they should ring 999 and ask for the Police.