

EDT 3 Notifications:

- EDT 3 Notifications should always be recorded by the responsible team on Protocol where there is likely to be an emergency out of hours. A clear plan of required action must be recorded, with a clear contingency plan. These should be recorded as a case note, using the drop down menu as an 'EDT 3 Notification', and then the EDT 3 Duty Tray must be notified (see below for step by step guide); if this is not done, then this will not be picked up by EDT
- If a situation arises within work hours (8.30am and 5pm / 4.30pm on Fridays) the responsible team must deal with the matter. It is not the responsibility of EDT to deal with these matters at the end of the day. The responsible team should conclude and alert EDT (EDT3) of any issues that may arise following that as above.
- The case summary should be up to date on Protocol
- All basic demographics (inc. status, addresses, phone numbers, main carers etc.) must be up to date on Protocol. Any persons prohibited from having contact with a child should be recorded on protocol clearly.
- The EDT3 must be explicit in terms of what is required, what the plan is and what the contingency plan is.
- See below for what to include in the EDT 3 Notification, and how to notify the EDT Duty tray

What to include in the EDT3:

Reason for contact	EDT 3 Notification
Detailed notes	<p>Brief background history: <i>EDT will refer to the case summary for this, so please ensure the case summary is up to date. Please cut and paste the up to date summary here for ease.</i></p> <p>Summary of the current situation: <i>What is the cause of your current worry or concern? What happened today or recently that may requires activity out of hours? Why are EDT being notified?</i></p> <p>Names of those involved and contact details, phone numbers and addresses: <i>Include these details for all those (family/friends/professionals) that are affected by the situation and those that may need to be contacted out of hours. Who could and who couldn't the children be placed with?</i></p>
Analysis of information	<p><i>What are you worried about?</i></p> <p><i>What are outcomes for each child are desired &/or what risks need to be mitigated?</i></p> <p><i>What do individual child/ren know & understand about your concerns & contingency plan?</i></p> <p><i>What will happen if no action is taken?</i></p> <p><i>What do individual carers or significant others know & understand about your concerns & contingency plan?</i></p>
Action	<p>What are the next steps & immediate actions required from EDT staff for tonight/weekend/bank holiday? <i>(detailed plan with all relevant contact details)</i></p> <p>What action is being taken by carers or other professionals or agencies over the out of hour's period?</p> <p>What is the contingency plan for individual children? <i>(detailed plan with all relevant contact details)</i></p> <p>Any Action you would prefer EDT not to avoid if possible?</p>

a) Creating the case note:

Finalise Create Create and Close Close - Update: Case Note for ██████████ (15 years)

New Case Note for ██████████ (15 years)

● **Part 1 - Contact**

From Context Of ██████████ (15 years)

Contact Date

Time

Type of Contact

Follow-Up Date

Contact Regarding

- Court Attendance
- CP Chair Oversight
- CP Chair Oversight (4 Weeks Post Conference)
- CPIS (Child Protection Information Sharing)
- Direct Work Session
- DV Notification
- DV Notification (Historical)
- eCAF Management Oversight
- EDT 3 Notification**
- EDT Case Note
- EDT Strategy Discussion (EDT use only)

Contact	Interviewed?	Seen?	Alone?	Bedroom?	Regarding Asses
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None

b) Notifying the EDT3 Duty Tray:

Step 1:

From Context Of ██████████ (15 years)

Contact Date

Time

Type of Contact

Follow-Up Date

Significant Event

Add to Chronology

Contact Regarding

Relation	Name	Age	At Contact	Interviewed?	Seen?	Alone?	Bedroom?	Regarding Assessment
Children / Young People involved in this Case Note								
▶ Self	██████████	15 years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		None
Adults also present / interviewed								
No Adults recorded...								
Other relations you can add to this case note								

click here

Step 2:

Update Cancel - Update Case Note Individual

Update Case Note Individual: ██████████ (15 years)

● **Case Note Individual**

Individual's Name ██████████ (15 years)

This individual is a Child / Young Person

● **Please tick if ██████████ was interviewed**

Interviewed? Yes No

● **Please tick if ██████████ was seen during the interview**

Seen During Interview? Yes No

Seen Alone? Yes No

Seen Bedroom? Yes No

● **Notify Role(s)**

Case Worker (██████████)

Case Worker's Supervisor (██████████)

● **Notify User(s)**

Amrit Bilkhu, Operational Lead (Yourself)

Jane Brooks, Strategic Head, Help And Protection (Your Supervisor)

▶ Select another user to be notified...

click here

Step 3:

Liquidlogic Children's Social Care Case Management Tool

Select User to be Notified [Previous] [Bookmark] [Cancel]

- ★ My Contacts
- All Professionals
- All Departments
- All Groups
- Children's Social Care**
 - CSE Contributor
 - CSE Observer
 - East Duty Team Tray
 - eCAF Transfers
 - Edge of Care Duty Tray
 - EDT Duty** ← click here
 - External Missing
 - Family Adolescent Support Se...
 - Family Finder Manager
 - FGC

Pages: 1 2 3 4 5 6 ... 12 (filter)

Confirm, and then Step 4:

[Update] [Cancel] - Update Case Note Individual

Update Case Note Individual: ██████████ (15 years)

Case Note Individual
Individual's Name: ██████████ (15 years)
 This individual is a Child / Young Person

Please tick if ██████████ was interviewed
Interviewed? Yes No

Please tick if ██████████ was seen during the interview
Seen During Interview? Yes No
Seen Alone? Yes No
Seen Bedroom? Yes No

Interview Concerning

Notify Role(s)
 Case Worker ██████████
 Case Worker's Supervisor ██████████

Notify User(s)
 Amrit Bilkhu, Operational Lead (Yourself)
 Jane Brooks, Strategic Head, Help And Protection (Your Supervisor)
 EDT Duty ██████████ ← EDT notified
▶ Select another user to be notified...