

## Guide to SW/Team Manager Responsibilities: Who can do what when

A brief – and not exhaustive - guide to key social work tasks and who can carry them out.

(NB. Any employed person, or student, with an enhanced DBS can carry out direct work with families but statutory CP and LAC visits can only be carried out by Social Work England registered Social Workers.)

Task	Student	NQSW in ASYE *	Social Worker	Advanced Practitioner	Team Manager
<b>Complete Child and Family Assessment</b>	<b>Yes</b> (After completing the Assessment module at university - must be authorised by qualified Manager)	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>CIN 6 weekly visits</b>	<b>Yes</b> shadow & be observed before lone working	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>CIN Allocated SW /Key Worker</b>	<b>Yes</b> (After completing the Assessment module at university - must be authorised by qualified social worker)	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>Chair CIN meetings</b>	<b>Yes</b> With a qualified SW present.	<b>Yes</b> , once shadowed and been observed	<b>Yes</b>	<b>Yes</b> , inc.. initial	<b>Yes</b> , inc.. initial
<b>Strategy Meetings and Section 47 Enquiries (Single or Joint)</b>	<b>Yes</b> as a co-worker with a qualified SW as the lead allocated worker.	<b>Cannot</b> be allocated worker in first 9 months. <b>Can be</b> co-worker from 6 months, <b>can be</b> lead worker from 9 months.	<b>Yes</b>	<b>Yes</b> , if trained.	<b>Yes</b> , if trained.

Task	Student	NQSW in ASYE *	Social Worker	Advanced Practitioner	Team Manager
CP stat visits	<b>Yes With a qualified SW present.</b> (Can carry out additional direct work)	<b>Cannot</b> be allocated worker in first 9 months. <b>Can be</b> co-worker from 6 months, <b>can be</b> lead worker from 9 months. Can only carry out statutory visits jointly until 9 months	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
CP and Supervision Order Allocated SW/ Key Worker	<b>No</b> (Can co-work carry out additional direct work)	<b>Cannot</b> be allocated worker in first 9 months. <b>Can be</b> co-worker from 6 months, <b>can be</b> lead worker from 9 months.	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
Chair Core Group Meetings	<b>No</b>	<b>Only from 9 months.</b> The ASYE must then be supported by TM or by AP to chair - until the ASYE is deemed confident to lone chair meetings.	<b>Yes</b> (should shadow TM/AP and then be observed by TM/AP before first lone chair)	<b>Yes, inc. initial.</b>	<b>Yes, inc. initial.</b>
Complete conference report	Can contribute, but not responsible for whole report. The report will be in the name of QSW	<b>Only from 9 months.</b> Report must be QA'd and given direction and reflection by the TM /AP to ensure that it meets standard	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
Attend conference as key worker	<b>No</b> Can observe/contribute if co-working. Observe	<b>Only from 9 months,</b> must attend with AP/TM and supported until the individual and TM feels they are competent.	<b>Yes.</b>	<b>Yes</b>	<b>Yes</b>

Task	Student	NQSW in ASYE *	Social Worker	Advanced Practitioner	Team Manager
<b>Court attendance/ give evidence</b>	Can observe and where court request depending on student involvement in the case.	<b>From 6 months</b> as s7 report owner, <b>from 9 months otherwise</b> and always with an AP or TM to support. Can observe <b>at any time</b> .	<b>Yes</b> , supported by AP or TM	<b>Yes</b> , ideally with TM support.	<b>Yes</b>
<b>Court reports</b>	<b>No</b> Can co-work and summary of direct work may be included in SW's report. Also prepare S7 reports.	<b>May complete s7 report from 6 months</b> with AP/TM oversight. <b>May complete other reports from 9 months</b> with AP/TM oversight.	<b>Yes</b> , should co-work more complex proceedings and be supported by increased direction and oversight (TM/AP)	<b>Yes</b>	<b>Yes</b>
<b>Child in Care stat visit</b>	<b>No</b> Can carry out additional direct work)	<b>Yes</b> , once shadowed and been observed.	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>Child in Care review</b>	Can attend/present with SW.	<b>Yes</b> , once shadowed and been observed.	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>Adoption work*</b>	Co-work– has to be signed off by worker with adoption experience*	Co-work – has to be signed off by worker with adoption experience*	<b>Yes*</b>	<b>Yes*</b>	<b>Yes*</b>
<b>Supervision of staff</b>	<b>No</b>	<b>No</b>	Only if PE	<b>Yes</b>	<b>Yes</b>
<b>ASYE Assessor</b>	<b>No</b>	<b>No</b>	Only if PE	<b>Yes</b>	<b>Yes</b>
<b>MASH experience</b>	<b>No</b> Observation opportunity	Not as substantive post, but period of experience	<b>Yes</b>	<b>Yes</b> , and unit SSWs could do rota/placement to gain experience of thresholds	No role – could do rota/placement to gain experience of thresholds

<b>Parenting Assessment Manual Software (PAMS) Assessment</b>	No	No	Yes if SW is PAMS trained – assessment to be QA'd by AP or TM	If AP is PAMS trained they may approve their own assessment	Yes if PAMS trained
---	----	----	---	---	---------------------

\*Adoption work should be carried out by the following:

- (a) A SW who has at least three years' post-qualifying experience in childcare social work, including direct experience of adoption work; or
- (b) is supervised by a social worker who—
  - (i) is employed by the local authority or registered adoption society in question; and
  - (ii) has at least three years' post-qualifying experience in childcare social work, including direct experience of adoption work.

**Note**

Any exceptions or variations to the above requirements should be agreed with the ASYE Social Worker, ASYE mentor and Team Manager, signed off by the Head of Locality or Service, and added to the supervision record.