

CS PRIORITY TASK LIST:

1 - priority

2- priority

3 - amber

4 - green

5 - blue - low priority

Svc Area	Activity	Priority	If reduction in staff then	Continuity measures
EDT	Emergency Duty Team out of hours cover for Adults and Children's Services.	1	Group 5 tasks will cease. Group 3 tasks will cease. Prioritisation Framework will be applied to Group 1 and 2 tasks.	The service will identify other staff to cover the EDT Rota. Consideration will be given to scale back the rota (e.g. one member of staff to cover the County) Use Adult Services AMHPs and CS SWs to cover. CS SWs, I&P and Placement Officers will be on call to support an effective out of hours response.
	Safeguarding	1		
	S47 Medicals	1		
	Children in need of accommodation	1		
	MHA Assessments - community and hospitals	1		
	Vulnerable Adults	1		
	Phone calls - missing children	1		

	phone calls - WCCIS info requests	1		
	Phone calls - advice and support	1		
	Phone calls - police	1		
	Alerts from Daytime	1		
	Rota	1		
	Children in Custody requiring appropriate adult	3		
	Supervisions	3		alternative supervisor provided, light touch supervision
	EDTMs & OMT	5		
	External meetings - ESSA	5		
	External meetings - Crisis	5		
	External meetings - AMHP	5		
	External meetings - Teams	5		
	Skype Meetings	5		
Early Help	Early Help Service provides support and work with families to mitigate the need for Statutory Intervention	2	Group 5 activity will cease Group 3 activity will cease	The prioritisation framework will be applied. Staff released from EH will be redeployed to priority tasks across the service.

	Answering calls for queries	2	Apply the prioritisation framework.	Triage all work and undertake as much work as possible with families via telephone or video call. Face to face visits will be business critical work only in line with the, risk assessment, decision making tree and prioritisation framework. Agencies and families will be advised that all contacts should come through the Front Door to enable triage.
	Stepping up cases for S47	1		
	free school meals & impact	3		
	Domestic Abuse	3		
	parents with mental health conditions	3		
	parents with substance use	3		
	Contact for children and parents @ NIFC	3		
	Stepping up cases for Wellbeing Assessment	2		
	groups - children, YP and parents	3		
	home visits to parents and children	3		
	school setting visits to children observations	5		
	Training events	5		
	family information service Online	3		
	holiday groups and youth club	3		

	TAF meetings	2		
	CIW visit	5		
	community based hub - dropins and no contact details taken (private and LA)	5		
	office is shared with health visitors + A4C + commissioning	5		
	Audits	5		
	Complaints	5		
	performance monitoring	5		
	HR Investigations			
	Community Events	5		
Front Door	First point of contact for all children's services referrals and enquiries.	1	Group 5 Tasks will cease.	This service can be undertaken remotely. Staff will be re-deployed to this service area from Early Help. Decision maker to be maintained within front door. Daily Senior Management Meetings have commenced to ensure oversight of where staff are available and correctly deployed. Action taken to ensure a very wide range of staff have remote access to the Front Door phones and email address.
	Answer phones	1		can be done remotely
	Read all email referrals and contacts	1		can be done remotely - all managers to have access to mail box, predict upturn on referrals
	Decisions on referrals - TM & PSW	1		can be done remotely - predict upturn on referrals

	Assign to team	1		can be done remotely
	MARAC / MACC	1		can be done remotely
	Making phonecalls - agency checks & families	1		can be done remotely
	Supervision - management oversight	1		can be done remotely
	WCCIS - putting referrals on, updating info, connecting people	1		Bolster the workforce with staff from EH
	Attending sit reps as required	1		
	Checks - CAFCASS / Employment	5		
	Audits	5		
	Complains	5		
	HR Investigations	5		
	Performance Monitoring	5		
	Attending meetings - OMT, Team meetings, SofS Training	5		
Assessment	Assessment of new referrals /contacts received	1	Prioritisation framework applied. Group 5 tasks will cease Group 4 tasks will cease. Group 3 tasks will cease. All resources prioritised so that group 1 and 2 work will be able to continue.	Regular meetings around continuity planning with Police, health and education. Re-deploy staff from non-critical activities/teams into assessment team.
	Management direction (supervision case discussions)	1		wherever possible we continue to comply but we need to use prioritisation framework.

	S47 enquiries	1		
	S47 see child/ YP alone	1		
	Strategy Meetings	1		Via Teams
	Direct Work with Children (S47)	1		risk assess
	CP Medicals	1		
	Joint working with Police (S47)	1		risk assess
	Schools Visits with Police (S47)	1		risk assess
	Placements (children being placed) - emergency	1		
	Viability Assessments to enable children to remain within their family/ network	1		Video training is available to enable staff who have not undertaken this work before to be better equipped.
	Court	1		
	Pre/Birth Assessments	1		
	Well being assessment	1		Risk Assess case by case - prioritisation framework
	Child Protection Conference	2		Undertaken virtually
	Direct Work with Children	3		Risk Assess case by case
	Interviews	3		Risk Assess case by case
	Family network meetings	1		
	Hospital visits to babies/children	3		Risk Assess case by case
	C&S Meetings	3		Risk Assess case by case
	Core Groups	1		Risk Assess case by case

	Homelessness Assessments	5		Risk Assess case by case - prioritisation framework
	Audits	5		
	HR Investigations	5		
	Performance Monitoring	5		
	Complaints	5		
Care & Support	Working long term with children assessed as eligible for Care and Support and Protection	1	Prioritisation framework applied. Group 5 tasks will cease Group 4 tasks will cease. Group 3 tasks will cease. All resources prioritised so that group 1 and 2 work will be able to continue.	Staff from non-critical service areas will be re-deployed to Care & Support. Demand and resources will be reviewed continually. (CLT daily). IDS co-ordinators within other teams will be utilised. Potential for corporate centre to provide 'admin' within teams will be required. All contacts risk assessed and remote working where possible.
	Section Court - application - statements to court	1		direction from courts - video links may be available. These need to be prioritised.
	Court - planned hearings	1		direction from courts - video links may be available. These will occur virtually. Staff support needs to be assessed for each hearing.
	Child protection visits	1		Apply the prioritisation framework, risk assessment and decision making tree.
	Child protection medicals	1		Apply the prioritisation framework, risk assessment and decision making tree.
	Response to urgent s47s	1		Apply the prioritisation framework, risk assessment and decision making tree.
	Child protection conferences	1		These meetings need to occur virtually

	Management support - supervisions	1		Virtually. Reduced frequency - for group 1 and 2 work only
	Strategy meetings	1		Virtually
	Strategy discussions	1		Virtually
	CLA Visits	1		Apply the prioritisation framework, risk assessment and decision making tree.
	Care and Support Plans and home visits	2		Apply the prioritisation framework, risk assessment and decision making tree.
	Care and Support Meetings	3		Apply the prioritisation framework, risk assessment and decision making tree.
	Core Groups	1		Apply the prioritisation framework, risk assessment and decision making tree.
	Care & Support visits - dependent on risks to individuals	3		Apply the prioritisation framework, risk assessment and decision making tree.
	Adoption permanence planning	3		Apply the prioritisation framework, risk assessment and decision making tree.
	IDS TAF MEETINGS	1		Apply the prioritisation framework, risk assessment and decision making tree.
	Care and support with short breaks	3		Apply the prioritisation framework, risk assessment and decision making tree.
	Cla visits regulated placements	3		Apply the prioritisation framework, risk assessment and decision making tree.
	Triage	3		Apply the prioritisation framework, risk assessment and decision making tree.
	Disability assessment	4		
	Resource panel	3		Apply the prioritisation framework, risk assessment and decision making tree.
	Complaints	4		
	OMT	3		
	HR Investigations	5		
	Performance Monitoring	5		
	Team Meetings	3		

Corporate Parenting	Working long term with children in the care of the local authority.	1	Prioritisation framework applied. Group 5 and 4 tasks will cease All resources prioritised so that group 1 and 2 work will be able to continue.	Staff from non-critical service areas will be re-deployed to Corporate Parenting Demand and resources will be reviewed continually. (CLT daily). Re-deploy staff from non-critical activities/teams into Through Care teams. All contacts risk assessed and remote working where possible.
	Stat Visits - newly placed children and all children looked after	1		Apply the prioritisation framework, risk assessment and decision making tree.
	Stat visits - kinship carers	1		Apply the prioritisation framework, risk assessment and decision making tree.
	Supervision visits	1		Apply the prioritisation framework, risk assessment and decision making tree.
	Serious allegations	1		
	Allegations - only where removal is needed	1		
	Kinship care: 16 wks	1		Apply the prioritisation framework, risk assessment and decision making tree.
	Generic assessments	1		Apply the prioritisation framework, risk assessment and decision making tree.
	Foster Carers	1		Apply the prioritisation framework, risk assessment and decision making tree.
	Communications and support to care leavers	1		
	Communications and support to foster carers	1		

	Short Breaks for foster carers	3		Continue to offer short breaks where necessary, Apply the prioritisation framework, risk assessment and decision making tree.
	Recruitment - Online	3		online recruitment continues and assessment and approval process
	Audits	5		
	Complaints	5		
	Performance Monitoring	5		
	HR Investigations	5		
	Recruitment events - Physical	5		
Need to move	Glyn Mawr	1		Use flexibly to support placements whilst awaiting registration. Once operational Glyn Mawr will follow the same continuity measures as Bannau.
	Recruitment - Online and physical events			Online recruitment continues for both Glyn Mawr and Bannau. Additional advertising in the form of banners and flyers have already been put in place. Physical recruitment events are being planned for the new year if this is permissible with changing Covid restrictions. Currently using a lot of agency staff to cover the vacant positions.

Need to move	Bannau	1		<p>Not providing Short Breaks. Manage internally on day to day basis at twice daily briefings. Care Home Covid 19 Testing in place - twice weekly PCR tests for all staff and LFT's completed daily before commencing shift. Full Supply of PPE kept on site and regularly replenished. All guidance and risk assessments are reviewed and amended in line with changes in WG guidance. Regular communication with staff as guidance changes. Visitors to the home are limited and risk assessed prior to visit. All visitors must show evidence of a negative LFT before being permitted entry to the home. Home contact visits with family continue as normal unless there is a positive case within the household. In these circumstances visits are suspended to prevent risk of Covid spreading within the home. Visits are reinstated as soon as is safe to do so following the isolation period. All agency staff supporting with cover are required to complete a LFT prior to each shift. These tests are recorded using the Bannau UON along with our permanent staff to ensure we have a full and accurate record of all staff working at the home. If a child is feeling unwell a PCR test is arranged due to the changing symptoms associated with new variants of the virus.</p>
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Safeguarding & QA	Safeguarding and Quality Assurance of Service	1	<p>Group 5 activities will cease. Conference and Stat Reviews can take place remotely. Will need to utilise staff from other areas in the service to ensure children are seen. No Stat reviews will be undertaken. The service will not be able to comply with statutory regulations</p>	<p>Additional experienced agency IRO would be sought. Staff from corporate colleagues could be re-deployed to Safeguarding to assist with administration. ICPC could be undertake via skype. Management oversight/key decision making to be maintained.</p>
	CP Conferences	1		These meetings need to occur virtually
	CE Manager - Initial Strat (immediate concerns)	1		These meetings need to occur virtually
	Professional Strats	1	Actions from Prof Stat meetings may be limited dependent on professional colleagues able to attend.	These meetings need to occur virtually
	Training	3	Ranges from 1 - 4 Majority of training is awarded via tender and should be delivered even with reduced attendance	These are being coordinated as part of continuity planning to ensure staff are better equipped to undertake tasks they wouldn't usually do.
	CLA Reviews	1	Monitoring inbetween reviews required.	These meetings need to occur virtually. Apply the prioritisation framework.
	Participation groups	3		These meetings need to occur virtually

	Audits	2	must be completed for specific cases	
	HR Investigations	3		
	Performance Monitoring	1		
	Complaints	3		
	RSB work	2	Varies in importance. Chairing roles must continue. SG lead roles must continue.	
	Practice guidance	3	anges from 1-5 dependent upon urgency of required guidance	These meetings need to occur virtually
Youth Justice Service	Youth Justice Service	1	Consideration of prevention staff to be re-deployed to critical business Prevention work will cease. Staff will be re-deployed to undertake business critical work	Business as usual in line with Covid Guidance
	Assessment - statutory service	1		
	Assessment - prevention service	3	Case by case in discussion with case holder and TM	Apply the prioritisation framework, risk assessment and decision making tree.

	Stat Visits	1		Where possible it will be telephone contacts - any serious issues will be escalated to the YJS or Senior Managers for guidance. Reduced capacity to undertake this work however it could be achieved through video calling and virtual contacts. We do not see why we could not maintain virtual contact with our YP and families utilising team manager and senior staff.
	Police/Appropriate Adult - offender	1		This should be covered by the service even with minimal staff. Staff will be allocated this work. Through the use of webinar ensure staff from I&P are able to support with this task
	Court Duty	1		This should be covered by the service even with minimal staff. Staff will be allocated this work.
	High Risk	1		Apply the prioritisation framework, risk assessment and decision making tree. Children of concern list introduced to ensure monitoring of this category
	Bureau Panels	1		Virtual meetings Ensure partners aware of depletion of staff in order to be able to provide cover, within YJS manage these in house with the staff available.
	Referral Order Panels	1		Virtual meetings Virtually until community facilities open with staff being reallocated tasks within YJS if the designated worker for this role is not available.

	Prevention work 1:1	3		Apply the prioritisation framework, risk assessment and decision making tree. Telephone sessions with YP and families
	Prevention work - groups / parenting	3		Ensure partner agencies are aware of staffing and this could then be taken by them in line iwth venue/TEAMS RA of schools etc.
	Attendance at MA meetings	2		Meetings held virtually any non attendance need to be followed up by report to the chair.
	Prison Visits	2	Currently we do not have any YPs in custody	If this changes, these will need to be prioritised. Staff will need to be allocated to this work in line with current practice guidance from the prison re COVID 19
	Audits	5		
	Complaints	5		
	Performance Monitoring	5		
	HR Investigations	5		
Intervention and Prevention	Non statutory service	1	Business as usual in line with Covid guidance Staff will be re-deployed to critical business	Business as usual in line with Covid Guidance
	Keeping families together	1		Apply the prioritisation framework, risk assessment and decision making tree.
	Placement support	1		Apply the prioritisation framework, risk assessment and decision making tree.
	Weekend and evening rota	1		Apply the prioritisation framework, risk assessment and decision making tree.

	Family Time	1		<p>Welsh Government Guidance in place. Direct contact is being decided on a case by case basis with priority for babies and toddlers. Other children are being risk assessed on a priority basis. 10 day self isolation clarity where staff are wearing PPE and cant socially distance within family time contacts and child/parent tests positive. Requirement of additional symptom checks/LFT tests on children prior to family time such as temperature checks clarity required. Themometers have been issued to support family time. Alternative buildings need to be identified, clarity required. NIFC has been offered as a location for family time. Exploring use of Day Centres.</p> <p>Promote and support virtual contact where possible, foster carers and residential staff to support this. Redeploy staff from across the Council.</p> <p>Staff, foster carers and family members to undertake regular LF testing if willing.</p> <p>Make use of outdoor space where possible. upport from I&P and other staff within child care teams. Consider other staff who are available to sit in offices compelling paper work, for example, to be the second worker.</p>
	Supporting priority work across the service	1		Apply the prioritisation framework, risk assessment and decision making tree.
	Supporting Care & support assessments	3		Apply the prioritisation framework, risk assessment and decision making tree.

	Ensuring that children are seen alone	3		Apply the prioritisation framework, risk assessment and decision making tree.
	Welfare visits to children and families	3		Apply the prioritisation framework, risk assessment and decision making tree.
	Supporting care & support plans	3		Apply the prioritisation framework, risk assessment and decision making tree.
	Family network meetings	1		Provide more direct support in setting up and chairing and or miniuting FNM with direction from the teams leading the case support development of the plan
	Crisis intervention	1		Apply the prioritisation framework, risk assessment and decision making tree.
	Audits	5		
	Complaints	5		
	Performance Monitoring	5		
	HR Investigations	5		
IFST	Non statutory service	3	Team to remain in situ to support families staying together and support crisis intervention through IFST type interventions. The visits they complete can be written up as child seen if applicable to ease pressure of stat visits. Social Workers within team re-deployed to undertake critical business	Business as usual in line with Covid guidance

Whole service	Student Support	2	required support will not be available - causing severe impact on GOOSW plans	cover P/E's required if L/T sickness occurs
Commissioning	Non statutory service	1	Business as usual in line with Covid guidance Staff will be re-deployed to critical business	Business as usual in line with Covid guidance
	Start Well Partnership	3	Some workstreams have been stood down. Start Well Board continues to meet and some priority work continues.	
	Emotional Health and Wellbeing Support	1		
	Contract Monitoring Visits	5	Not currently being undertaken, Looking to introduce virtual contract monitoring 1st Feb 2021	
	Project Work	3	Continuing as per project plan	
	Childcare and childcare support	1	Critical to support key workers, operating in line WG guidance	
	Commissioning placements	1		
	Flying Start	3		