

Dear all

Following the Prime Ministers statement yesterday, and Jenny Rowlands email last night, I am now implementing phase 1 of my emergency management plan. Your managers were fully briefed an hour ago, and will be contacting you to discuss and answer any questions you may have.

The first phase of the emergency plan is to **reduce face-to-face contact and reduce use of public transport**. The following is effective from midday today and until further notice.

1. Home visits will be the only essential face-to-face contact. This is because home visits are the main way we can accurately assess the welfare – and risk to the welfare – of children we are working with, and particularly whether those risks are increasing as a result of COVID. Therefore home visits will continue.

Please phone the family before the visit to check if any family member has symptoms or if they are self isolating. If there are symptoms or self-isolating, do not do the home visit and refer to your manager for next decisions. If you find a family member with symptoms during the home visit, please follow the procedure issued last week and attached again

2. TAFs will continue, but will move to virtual/electronic wherever possible
3. All other tasks can be undertaken at home, and all staff are permitted to work at home at all other times except home visits. Home working rules regarding availability during office hours still apply.
4. Supervisions and team meetings will continue, but will move to virtual/electronic
5. This applies to family workers, early help coordinators, practice leads, information support officers, team managers and service managers

The next phase of our emergency plan is to manage staff shortages. This will include moving to a priority family system and use of agency staff. **I am not implementing the second phase of the plan yet** as I do not need to, but I will closely monitor this daily and will notify you when I intend to implement this second phase.

This is not business as usual. These are extraordinary and unprecedented times, with the situation and advice changing daily, sometimes hourly. I know you must feel a range of emotions, including anxiety and worry. I do too, as do the children and families we devote our lives to helping. But I promise you I will do all I can to make sure we get through each day as calmly and clearly as we can, and to keep you and our families as safe and well as I can.

Whilst we are physically distancing from each other, our sense of connection to each other becomes ever more important. So let's keep looking after each other and finding ways to stay connected to each other and to our families.

I will be in touch again very soon and you can contact me any time.

Becca

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