**Role of the Duty Practitioner**

Duty practitioners are available each day from 10am – 6pm, based in the Lighthouse. Duty is undertaken on a rota with staff from advocacy, CAMHS and *‘Letting the Future In’* teams.

Duty practitioner responsibilities:

* To respond to telephone and email enquiries/referrals\* to the service from all sources outside of social care and the police. For example; self-referrals from young people 13 years or older, referrals from schools, referrals from parents/carers. Complete self-referral form if required
* To gather key information and documentation to support the referral to the Lighthouse; including consent to contact appropriate agencies, copies of reports and assessments.
* To seek advice from social care liaison officer, police officer or team leader with regard to additional information required and issues pertaining to immediate safeguarding issues (mental health, suicidality, child protection).
* To send referral to thelighthouse.ask@nhs.net to be added to the next Intake Meeting
* To signpost young person or referrer to other services, if the referral does not meet the Lighthouse criteria. For example:
	+ CSA occurred within forensic window – refer to the CYP Havens (sexual assault referral centre)
	+ Not sexual abuse - direct to other community services

\*The Lighthouse works on the basis of informed consent so please ensure that this is checked out with the referrer.