



Children's Social Care

**Scheme of delegated decision-making
framework**

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About this document

Title: Scheme of delegated decision-making framework

Purpose: To set out the authority required to undertake a range of key case management decisions.

Document Owner: Director of Social Care Practice

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Application and Scope

This scheme of delegation decision-making framework sets out who has the authority required to undertake a range of key case management decisions. In each case the posts designated represent the minimum level at which the decision can be taken (i.e., a manager more senior than the post holder listed is also authorised to take this decision subject to them being in the same specialist management area).

Its purpose is to provide for consistency in the level and authority at which key case management decisions are taken throughout the Service and to set out how we will seek assurance in relation to the range of key case management decisions. The document also describes arrangements for delegation of decision making to the Emergency Duty Team Manager and Emergency Duty Team Social Workers.

All the decisions set out in this framework must be recorded on the child's case file by the person who is making the decision on a management decision case note which concisely records the decision made, the rationale for the decision and any required actions as set out in the table below.

Decision:	<i>What decision has been made for the child/young person and who made the decision and when?</i>
Rationale for the decision:	<i>This should outline why the decision was made and be linked to the impact on the child and evidenced based where possible. This should be written so that a child coming to read their file understands why important decisions are made on their life.</i>
Action(s):	<i>What needs to happen: Who will do this: By when:</i>

Scheme of Delegation Decision-Making Framework

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Case Management Decision and guidance note.	Designated Managers with Specified Area of Responsibility
1. Decisions in relation to Children in Need of Help and Protection.	
Decision to step a contact down to Early help or to sign post.	Post title: Team Manager MASH
Decision to progress a Contact to Referral	Post title: Team Manager MASH or Team Manager EDT or EDT Worker in their absence.
Decision to hold a multi-agency Strategy meeting. The police, health professionals, teachers and other relevant professionals should be engaged.	Post title: Team Manager all areas or Team Manager EDT or EDT Worker in their absence.
Decision to initiate a S47 enquiry when a child may be suffering, or likely to suffer, significant harm.	Post title: Team Manager all areas or Team Manager EDT or EDT Worker in their absence.
Decision to apply for an Emergency Protection Order if it is necessary to remove a child from their home, where the child's safety is at immediate risk.	Post title: Head of Service or Team Manager EDT or EDT Worker in their absence in consultation with the Senior Manager on call.
Decision to use Police Powers of Protection.	Police in consultation with the responsible Team Manager and

<p>Note, PPP should only be used in exceptional circumstances where there is insufficient time to seek an EPO or for reasons relating to the immediate safety of the child.</p>	<p>Team Manager EDT or EDT Worker in their absence.</p>
<p>Decision to progress a child to Initial Child Protection Conference (ICPC).</p> <p>*Threshold decision is subject of Safeguarding Children Unit scrutiny.</p>	<p>Post title: Team Manager</p>
<p>Decision to progress a child to Legal Gatekeeping Panel.</p> <p>It is expected that there is a case discussion with your Head of Service before progressing to Legal Gatekeeping Panel.</p>	<p>Post title: Team Manager and Head of Service.</p>
<p>Decision to enter pre-proceedings.</p> <p>The forum that considers and agrees pre-proceedings is Legal Gatekeeping Panel Chaired by Head of Service.</p>	<p>Post title: Head of Service, Chair of Legal Gatekeeping Panel or manager who deputises for them.</p>
<p>Decision to agree to Care Proceedings being initiated.</p>	<p>Post title: Head of Service, Duty and EDT, Chair of Legal Gateway Panel or manager who deputises for them.</p> <p>Note: in exceptional circumstances when there is an immediate need this decision can be taken outside of Legal Gateway Panel.</p>

<p>Decision to approve a Care Plan for Court.</p>	<p>Post title: Head of Service - All *Subject to a case discussion.</p>
<p>Decision to approve Court Reports</p>	<p>Post title: Team Manager. *Subject to quality assurance reviews and Head of Service oversight.</p>
<p>Decision to progress Dols to Legal Gatekeeping Panel.</p>	<p>Post title: Team Manager and Head of Service.</p>
<p>Decision to make application for a DOLS being initiated.</p>	<p>Post title: Head of Service, Chair of Legal Gatekeeping Panel or manager who deputises for them.</p>
<p>Designated Manager (Death or Serious Injury to a Child) Post title: Executive Director of Children and Young Peoples Services should be immediately notified in the event of death or serious injury to a child via the Director of Social Care Practice or Head of Service in their absence.</p>	<p>Post title: Team Manager or EDT worker to advise Head of Service responsible or Senior Manager on call.</p>
<p>Change of Social Worker. The manager who can approve to a change in social worker. Note: There is an expectation that the relationship between the child and their social worker is supported and only made in unavoidable circumstances.</p>	<p>Post title: Team Manager</p>
<p>Decision to step down a case via case transfer or decide to close a Child in Need case.</p> <p>Note: This excludes cases that have been stepped down from Child Protection within the last three months, Strategic Lead approval is required in these circumstances.</p>	<p>Post title: Team Manager</p>

Decision to agree to a child and family assessment extending beyond 15 working days.

Post title: Team Manager

Designated Managers with Specified Area of Responsibility	Post Title and forum
<p>2. Decisions in relation to Adoption.</p>	
<p>Should be placed for adoption (SHOBPA) - decision about whether a child Should be placed for adoption or not.</p>	<p>Post title: Director of Social Care Practice as Agency Decision Maker (ADM) or in their absence Executive Director of Children and Young Peoples service.</p>
<p>SHOBPA re-confirm - decision to reconfirm that a child should be placed for adoption (SHOBPA) in circumstances were there has been new assessments or a change in circumstances since the original SHOBPA decision.</p>	<p>Post title: Director of Social Care Practice as Agency Decision Maker (ADM) or in their absence Executive Director of Children and Young Peoples service.</p>
<p>SHOBPA rescind - decision in relation to whether a SHOBPA decision should be rescinded.</p>	<p>Post title: Director of Social Care Practice as Agency Decision Maker (ADM) or in their absence Executive Director of Children and Young Peoples service.</p>
<p>Adopter Approval - decision in respect of whether individuals should be approved as adoptive parents</p>	<p>Post title: Service Manager, RAA or Director of Social Care Practice as Agency Decision Maker (ADM) or in their absence Executive Director of Children and Young Peoples service.</p>

<p>Adoption Match - decision in respect of whether approved adoptive parents should be matched with a particular child.</p>	<p>Post title: Assistant Director for Children’s Social Work and Community as Agency Decision Maker (ADM) or in their absence Director of Children’s Services.</p>
<p>Concurrent placement or Foster for Adoption - the decision in respect of agreeing plans for a Concurrent placement or Foster for Adoption placement.</p>	<p>Post title: Director of Social Care Practice as Agency Decision Maker (ADM) or in their absence Assistant Director Early Help.</p>
<p>Change of Name - the manager who can authorise the change of name of a Looked After Child.</p>	<p>Post title: Director of Social Care Practice as Agency Decision Maker (ADM) or in their absence Assistant Director Early Help.</p>
<p>Adoption Panel Appointments - the manager who can authorise appointments to the Central List of Adoption Panel members.</p>	<p>Post title: Principal Manager for the RAA in host authority.</p>
<p>Adoption support - the manager who can authorise the level of adoption support to be provided to children, adopters (including financial support) and their family or birth family members.</p>	<p>Post title: Head of Service for Adoption and Principal Manager for the RAA as appropriate.</p>

Designated Managers with Specified Area of Responsibility	Post Title and relevant forum
3. Decisions in relation to Fostering.	
Fostering Panel Decisions - the manager who can make decisions on fostering matters based on recommendations from fostering panel.	Post title: Head of Fostering, as Agency Decision Maker for Fostering.
Fostering Panel appointments - the manager who can authorise appointments to the Central List of Fostering Panel members.	Post title: Fostering Panel Advisor who is Fostering Team Manager.
Placement of a Child under Reg 24 with a relative - the manager who can authorise the placement of a child with a relative and approval of a viability assessment.	Post title: Head of Service - All
Exemptions and Extensions from Fostering Limit - the manager who can authorise any exemptions from the usual fostering limit for foster carers living in the local authority area.	Post title: Head of Service - All
Long-term match of a child with foster carers - the manager who can approve a long-term match.	Post title: Head of Service for Children we Look After, Chair of Permanence and Matching Panels or a manager who deputises for them.

Staying Put - the manager who can approve a Staying Put Arrangement.	Post title: Head of Service - All
Designated Managers with Specified Area of Responsibility	Post Title and relevant forum
4. Decisions in relation to children we look after and care leavers.	
Final Care Plan - the manager who can authorise the final Care Plan to be taken before the Court within Care Proceedings.	Post title: Head of Service responsible for the child's care plan.
Contact with Parents - the manager who can authorise the suspension or termination of contact between a Looked After child and his or her parents (subject to the Court's approval after 7 days for children on Emergency Protection Orders, Interim Care Orders or Care Orders).	Post title: Head of Service responsible for the child's care plan.
Decision to bring a child into the care of the local authority - the manager who can authorise a child becoming Looked After.	Post title: Head of Service with the agreement of the Director of Social Care Practice in all circumstances.
Placement of a child outside of England or Wales - the manager who can authorise the placement of a Looked after child outside England and Wales.	Post title: Executive Director of Children and Young Peoples Services
Placements, including out of area - the manager who can authorise	Post title: Director of Social Care Practice.

placements of Looked After children with external providers of residential care or foster carers from an independent fostering agency within Bury or a neighbouring local authority within 20 miles.	
<p>Unregistered Children’s Home placement.</p> <p>Unregistered Children’s Homes should not be used and only in exceptional circumstances where there are no other placement options should they be considered.</p>	<p>Post title: Executive Director of Children and Young Peoples Services</p>
<p>Pathway Plan - the manager who can approve a Pathway Plan.</p>	<p>Post title: Team Manager responsible for child’s care plan.</p>
<p>Marriage of a Looked After Child - the manager who can authorise the marriage of a Looked After child aged 16 - 18 years</p>	<p>Post title: Executive Director of Children and Young Peoples Services</p>
<p>Notifications in relation to Looked After Children from another local authority placed in Bury - the manager who should receive notification and decide about whether challenge to the placing LA should be made.</p>	<p>Post title: Service Manager - Safeguarding Children Unit</p>
<p>Passports - the manager who can authorise a passport application for a Looked After child.</p>	<p>Post title: Team Manager</p>
<p>Passport signing - the manager who can sign a child’s passport application.</p>	<p>Post title: Head of Services - all</p>

<p>Placement Orders - the manager who can authorise an application for a Placement Order or discharge of a Placement Order in line with SHOBPA decisions.</p>	<p>Post title: Head of Service - all</p>
<p>Advance Care plan Agreements – the manager who can sign Advanced care plan agreements for child who are subject to a Section 31 order</p>	<p>Post title: Head of Service with the agreement of the Director of Social Care Practice</p>
<p>Education Health Care Plan – the manager who can authorise the application of an EHCP application and confirm the final plan</p> <p>.</p>	<p>Post title: Team Manager</p>

<p>Private Fostering - the manager who can approve assessments of private foster carers, impose requirements on private foster carers or decide to prohibit someone from acting as a private foster carer.</p>	<p>Post title: Team Manager</p>
<p>Secure Accommodation/Use of PACE beds - the manager who can authorise:</p> <p>A placement of a Looked After child in secure accommodation for up to 72 hours without a Secure Accommodation Order; and/or</p> <p>An application for a Secure Accommodation Order; and/or</p> <p>A child's continued secure placement on the recommendation of the Secure Accommodation Review Panel; and/or</p> <p>Applications to renewal Secure Accommodation Orders on the recommendation of the Secure Accommodation Review Panel.</p> <p>Note: if the child is under 13yrs old secretary of state approval is required.</p>	<p>Post title: Executive Director of Children and Young Peoples Services</p> <p>*Secure Panel will be Chaired by Director of Social Care Practice or Head of Service.</p>
<p>Special Guardianship - the manager who can authorise Special Guardianship as the permanence plan for a Looked After child.</p>	<p>Post title: Head of Service - all</p>
<p>Special Guardianship and Kinship Carer Support - the manager who can authorise the level of special guardianship and kinship carer support to be provided, including financial support to special guardians within agreed policy.</p>	<p>Post title: Head of Service Fostering and Adoption</p>

<p>Disruption of Education at Key Stage 4 - the manager who can authorise the change of placement affecting a Looked After child in Key Stage 4</p>	<p>Post title: Head of Service - all</p> <p>*Decision to be made in consultation with the Head teacher Virtual School.</p>
<p>Immediate Placement of a Looked After Child with Connected Person - the manager who can authorise the placement of a Looked After child with a family or friend ('Connected Person') who is not already approved as a foster carer.</p>	<p>Post title: Head of Service - all</p>
<p>Placement of a Looked After Child subject to Care Order or Interim Care Order with Parents - the manager who can authorise the placement of a Looked After child with a parent, person with Parental Responsibility. This will include placements made by the Court under Section 38 (6).</p>	<p>Post title: Director of Social Care Practice or Head of Service in their absence.</p> <p>*Subject to Placement with Parent Regulations.</p>
<p>Discharge from Care Under S20 or revocation of a Care Order - the manager who can authorise a Looked After Childs accommodation under S20 to be ended or revocation of a Care Order.</p>	<p>Post title: Head of Service - all</p>
<p>S20 Ceasing for 16/17 yr. old – the manager who can agree to a S20 placement ending when a young person is 16/17 yrs. old. <i>Where a child has been looked after for at least 20 working days, the decision to cease to look after her/him must not be put into effect until it has been approved by the DCS under regulation 39(5).</i></p>	<p>Post title: Executive Director of Children and Young Peoples Services</p>

<p>Application for a Supervision Order - the manager who can authorise an application for a Supervision Order for a child.</p>	<p>Post title: Head of Service - all</p>
<p>Adaptations to a Carers Home - the manager who can approve adaptations to a Carers Home to enable them to care for a child.</p>	<p>Post title: Executive Director of Children and Young Peoples Services</p> <p>Review and advice will be provided by Director of Social Care Practice and the decision will be subject of an Executive Decision.</p>
<p>Looked after child having a holiday in school term time - the manager who can agree for a looked after child to have time of school for a holiday in school term time.</p>	<p>Post title: Director of Social Care Practice in consultation with the Head of Virtual School.</p>
<p>Approval of a child we look after to go into the Army - the manager who can agree for a looked after child to go into the Army.</p>	<p>Post title: Executive Director of Children and Young Peoples Services</p>