**Appendix E - Delegated Authority Support Tool**

|  |
| --- |
| **Delegated Authority - Decision Support Tool** |

|  |
| --- |
| **Form Details** |
| **Form Start Date:** |  | **Worker Name:****E No:** |  |

|  |
| --- |
| **Person Details** |
| **Child’s Name:** |  | **CareFirst ID:** | **P** |
| **DOB / EDD:** |  | **Gender:** |  |
| **Address:** |  | **Tel No:** |  |

|  |
| --- |
| **GUIDANCE** |

|  |
| --- |
| **Child/Young Person’s Details** |

|  |  |
| --- | --- |
| **1.2.1 Date of Delegated Authority Tool:** |  |

|  |  |
| --- | --- |
| **1.2.2 Ethnicity:** |  |

|  |  |
| --- | --- |
| **1.2.3 Current Legal Status: (WP applicable only if changed)** |  |
| **Date Started** | **Description** |
|  |  |

|  |  |
| --- | --- |
| **1.2.4 Social Worker:** | **Name:****E:** |

|  |  |
| --- | --- |
| **1.2.5 Social Worker’s Supervising Social Worker:** | **Name:****E:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1.2.6 Is the Child/Young Person subject to a Child Protection Plan?**  | YES |  | NO |  |

|  |
| --- |
| **Medical and Health** |

**Signed consent to emergency medical treatment (where general anaesthetic is administered)**

Only to be signed by those who have Parental Responsibility. Only parents can give consent if Section 20; only Service Director if Interim Care Order, Care Order or Emergency Protection Order.

**'Guidance is available to medical professionals regarding treatment without consent'**

|  |
| --- |
| **1.3.1 Who has authority to give signed consent for Emergency Medical Treatment?** |
| ParentService Director |

**Signed consent to emergency medical treatment (where general anaesthetic is not administered), including walk-in-treatment i.e. Tetanus, stitches, x-ray etc.**

This should be delegated to those with caring responsibility for the child/young person.

|  |
| --- |
| **1.3.2 Who has authority to give signed consent to emergency medical treatment (where general anaesthetic is not administered)?**  |
| Registered Manager |

**Planned medical procedures**

Only to be signed by those who have Parental Responsibility. Only parents can give consent if Section 20; only Service Director if Interim Care Order, Care Order or Emergency Protection Order

|  |
| --- |
| **1.3.3 Who has authority to give signed consent for planned medical procedures?**  |
| ParentService Director |

**Medical procedure carried out in the home where the person administering the procedure requires training (e.g. child with disability/illness)**

This should be delegated to those with caring responsibility, however, this needs prior consultation with those who have Parental Responsibility.

|  |
| --- |
| **1.3.4 Who has authority to give consent/agreement for medical procedures to be undertaken in the home where the person administering the procedure requires training?** |
| Registered Manager in consultation with the child’s social worker |

**Consent for routine immunisations**

This should be delegated to those with caring responsibility, however, this needs prior consultation with those who have Parental Responsibility.

|  |
| --- |
| **1.3.5 Who has authority to give consent/agreement for routine immunisations**  |
| Registered Manager in consultation with the child’s social worker |

**Consent to examination/treatment by school doctor**

This should be delegated to those with caring responsibility for the Child/Young Person.

|  |
| --- |
| **1.3.6 Who has authority to give consent/agreement for examination/treatment by school doctor?**  |
| Registered Manager |

**Administration of prescribed/over the counter medications**

This should be delegated to those with caring responsibility for the Child/Young Person.

|  |
| --- |
| **1.3.7 Who has authority to give consent/agreement for the administration of prescribed/over the counter medications?**  |
| Registered Manager |

**Permission for school to administer prescribed medications**

This should be delegated to those with caring responsibility for the Child/Young Person

|  |
| --- |
| **1.3.8 Who has authority to give the school permission to administer prescribed medications?**  |
| Registered Manager |

**Signed consent for Dental Emergency Treatment (where general anaesthetic is administered)**

Only to be signed by those who have Parental Responsibility. Only parents can give consent if Section 20; only Service Director if Interim Care Order, Care Order or Emergency Protection Order.

**'Guidance is available to medical professionals regarding treatment without consent'**

|  |
| --- |
| **1.3.9 Who has authority to give signed consent for Emergency Dental Treatment (where general anaesthetic is administered)?** |
| ParentService Director |

**Signed consent for Dental Emergency Treatment (where general anaesthetic is not administered)**

This should be delegated to those with caring responsibility to the Child/Young Person

|  |
| --- |
| **1.3.10 Who has authority to give signed consent for Emergency Dental Treatment (where general anaesthetic is not administered)?**  |
| Registered Manager |

**Optician - routine appointments/check-ups**

This should be delegated to those with caring responsibility to the Child/Young Person.

|  |
| --- |
| **1.3.11 Who has authority to give consent/agreement for routine optician appointments/check-ups?**  |
| Registered Manager |

**Referral/consent for Young Person to access another service e.g. CYPS**

This needs prior consultation with those who have Parental Responsibility.

|  |
| --- |
| **1.3.12 Who has authority to give consent for a referral for the Young Person to access another service?**  |
| Child’s social worker |

|  |
| --- |
| **EDUCATION** |

**Signed consent for school day trips**

This should be delegated to those with caring responsibility for the Child/Young Person.

|  |
| --- |
| **2.1.1 Who has authority to give signed consent for school day trips?**  |
| Registered Manager |

**Signed consent for overnight school trips in the UK**

This should be delegated to those with caring responsibility, however, this needs prior consultation with those who have Parental Responsibility

|  |
| --- |
| **2.1.2 Who has authority to give signed consent for overnight school trips in the UK?** |
| Registered Manager in consultation with the child’s social worker |

**Signed consent for school trips abroad**

Only to be signed by those who have Parental Responsibility. Only parents can give consent if Section 20; only Service Director if Interim Care Order, Care Order or Emergency Protection Order.

|  |
| --- |
| **2.1.3 Who has authority to give signed consent for school trips abroad?** |
| ParentService Director |

**Signed consent for additional school activities including breakfast clubs, homework clubs and wrap around activities**

This should be delegated to those with caring responsibility for the Child/Young Person

|  |
| --- |
| **2.1.4 Who has authority to give signed consent for additional school activities?** |
| Registered Manager |

**Signed consent for using computers at school**

This should be delegated to those with caring responsibility for the Child/Young Person

|  |
| --- |
| **2.1.5 Who has authority to give signed consent for using computers at school?**  |
| Registered Manager |

**School photos**

This should be delegated to those with caring responsibility, however, this needs prior consultation with those who have Parental Responsibility

|  |
| --- |
| **2.1.6 Who has authority to give consent/agreement for school photos?** |
| Registered Manager in consultation with the child’s social worker |

**Participation in school media coverage**

This should be delegated to those with caring responsibility, however, this needs prior consultation with those who have Parental Responsibility

|  |
| --- |
| **2.1.7** **Who has authority to give consent/agreement for participation in school media coverage?** |
| Registered Manager in consultation with the child’s social worker |

**Attendance at parents' evenings**

This should be delegated to those with caring responsibility, however, this needs prior consultation with those who have Parental Responsibility.

|  |
| --- |
| **2.1.8 Who has authority to give consent/agreement regarding attendance at parents' evenings?** |
| Registered Manager in consultation with the child’s social worker |

**Attendance at unplanned meetings, re incidents or immediate issues**

This should be delegated to those with caring responsibility for the Child/Young Person

|  |
| --- |
| **2.1.9 Who has authority to give consent/agreement for attendance at unplanned meetings regarding incidents or immediate issues?**  |
| Registered Manager |

**Registering at a school**

This needs prior consultation with those who have Parental Responsibility

|  |
| --- |
| **2.1.10 Who has authority to give consent/agreement to register at a school?**  |
| Child’s social worker |

**Changing a school**

Only to be signed by those who have Parental Responsibility. Only parents can give consent if Section 20; only Service Director if Interim Court Order, Court Order or Emergency Protection Order.

|  |
| --- |
| **2.1.11 Who has authority to give written consent for changing a school?**  |
| ParentService Director  |

**Referral/consent for Young Person to access another service e.g. school counsellor, education psychologist**

Needs prior consultation with those who have Parental Responsibility

|  |
| --- |
| **2.1.12 Who has authority to give consent/ agreement for Young Person to access another service?**  |
| Child’s social worker |

**Personal health and social education, e.g. sex education, dietary education etc.**

This should be delegated to those with caring responsibility for the Chid/Young Person

|  |
| --- |
| **2.1.13 Who has authority to give consent/agreement for personal health and social education?** |
| Registered Manager |

|  |
| --- |
| **PERSONAL, LEISURE & HOME LIFE** |

**Overnight with friends ('sleepovers')**

This should be delegated to those with caring responsibility for the Child/Young Person

|  |
| --- |
| **3.1.1 Who has authority to give consent/agreement for overnight (sleepovers) with friends?**  |
| Registered Manager in consultation with the Child’s Social Worker |

**Holidays within the British Isles**

This needs prior consultation with those who have Parental Responsibility

|  |
| --- |
| **3.1.2 Who has authority to give consent/agreement for holidays within the British Isles?** |
| Child’s social worker  |

**Sports/Social Clubs**

This should be delegated to those with caring responsibility for the Child/Young Person

|  |
| --- |
| **3.1.3 Who has authority to give consent/agreement for participation in sports/social clubs?** |
| Registered Manager |

**More hazardous activities e.g. horse riding, skiing, rock climbing**

This should be delegated to those with caring responsibility, however, this needs prior consultation with those who have Parental Responsibility

|  |
| --- |
| **3.1.4 Who has authority to give consent/agreement to undertake more hazardous activities?**  |
| Registered Manager in consultation with the child’s social worker |

**Haircuts/colouring**

This should be delegated to those with caring responsibility, however, this needs prior consultation with those who have Parental Responsibility

|  |
| --- |
| **3.1.5 Who has authority to give consent/agreement for haircuts/colouring?** |
| Registered Manager in consultation with the child’s social worker |

**Body piercing**

Only to be signed by those who have Parental Responsibility. Only parents can give consent if Section 20, only Service Director if Interim Care Order, Care Order or Emergency Protection Order

|  |
| --- |
| **3.1.6 Who has authority to give signed consent for body piercing?** |
| ParentService Director |

**Use of mobile phone**

This should be delegated to those with caring responsibility for the Child/Young Person unless there is a specific reason why this is not to happen i.e. safeguarding issues

|  |
| --- |
| **3.1.7 Who has authority to give consent/agreement for the use of a mobile phone?**  |
| Registered Manager in consultation with the child’s social worker |

**Accessing social networking sites**

This needs prior consultation with those who have Parental Responsibility

|  |
| --- |
| **3.1.8 Who has authority to give consent/agreement for accessing social networking sites?** |
| Registered Manager in consultation with the child’s social worker |

**Photos or media activity**

This needs prior consultation with those who have Parental Responsibility

|  |
| --- |
| **3.1.9 Who has authority to give consent/agreement to undertake photos or media activity?** |
| Registered Manager in consultation with the child’s social worker |

|  |
| --- |
| **3.1.10** **Who has Appointeeship if the Child/Young Person is in receipt of DLA/PIP ?**  |
|  |

|  |
| --- |
| **3.1.11** **What is the role of the Foster Carer in managing these monies?**  |
|  |

|  |
| --- |
| **Faith and Religious Observance** |

**Attendance at a place of worship**

This should be delegated to those with caring responsibility for the Child/Young Person

|  |
| --- |
| **4.1.1 Who has authority to give consent/agreement for attendance at a place of worship?** |
| Registered Manager |

|  |
| --- |
| **Contact** |

**Arranging**

This needs prior consultation with those who have Parental Responsibility

|  |
| --- |
| **4.2.1 Who has authority to give consent/agreement for arranging contact?** |
| Child’s social worker |

|  |
| --- |
| **Other Areas or Categories** |

|  |
| --- |
| **4.3.1 Consent/Agreement/Task 1** |
| Include notifications, prior consultation and recording requirement/conditions |

|  |
| --- |
| **4.3.2 Who has authority to give consent/agreement to undertake the task?** |
|  |

|  |
| --- |
| **4.3.3 Consent/Agreement/Task 2** |
| Include notifications, prior consultation and recording requirement/conditions |

|  |
| --- |
| **4.3.4 Who has authority to give consent/agreement to undertake the task?** |
|  |

|  |
| --- |
| **4.3.5 Consent/Agreement/Task 3** |
| Include notifications, prior consultation and recording requirement/conditions |

|  |
| --- |
| **4.3.6 Who has authority to give consent/agreement to undertake the task?** |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **4.3.7 Has the Child/Young Person been consulted in the completion of this document?** | YES |  | NO |  |

|  |
| --- |
| **4.3.8 If the answer to the above question is 'No' what arrangements have been made to ensure this information is shared with the Child/Young Person?** |
|  |

|  |
| --- |
| **4.3.9 Additional notes or questions** |
|  |

|  |
| --- |
| **Agreements** |

|  |
| --- |
| **4.4.1 Name** |
| **Birth Parents (or those holding Parental Responsibility)** |
| **Child's Social Worker** |
| **Residential Staff** |
| **Registered Manager** |
| **Other (please state)** |

|  |
| --- |
| **Authorisation Alert** |
| **5.1.1 Is this Record ready for Manager Authorization?** | **YES/NO** |