



**Delegated Authority Decision Toolkit – For children on Care orders (not S20)**

Use the toolkit below to agree the appropriate level of delegated authority to be provided to carers in line with the authority's policies and procedures.

Agreements made in this section should be reflected in the placement plan and relevant authorisation recorded from the parents or service managers. This form should be fully considered at the first care planning meeting and reviewed at least annually.

Whenever and where ever possible and proportionate parents should be consulted.

**1. Medical and Health**

<b>Consent/agreement/task</b>	<b>Who has authority to give consent/agreement or undertake the task</b>	<b>Notes (inc. notifications, prior consultation/recording requirement/conditions)</b>
Signed consent to emergency medical treatment.	Head of Service/ Parents	<b>Head of service should consent if time allows, if not Social Worker or Emergency Duty team should be notified as soon as possible. -</b>
Consent – routine immunisations.	Head of Service/ Parents	<b>This is within the placement information record. If parents agree in advance and this is documented consent could be delegated to foster carers.</b>
Planned medical procedures not involving general anaesthetic	Foster Carer/ Parents	
Planned medical procedures involving general anaesthetic	Head of Service/ Parents	
Medical procedure carried out in the home where the person administering the procedure requires training (e.g. child with disability/illness).	Foster Carer / Parents	
Dental – signed consent to dental emergency treatment	Carers/ Parents	
Dental – routine.	Foster carer / Parents	
Optician – appts, glasses.	Foster carer / Parents	

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Consent to examination / treatment by School Doctor.	Foster carer / parents	
Administration of prescribed/over the counter medications.	Foster carer / parents	
Permission for school to administer prescribed/over the counter medications.	Foster carer / Parents	
Referral/consent for YP to access another service e.g. CAMHS.	Social Worker / Parents	

## 2. Education

<b>Consent/agreement/task</b>	<b>Who has authority to give consent/agreement or undertake the task</b>	<b>Notes (inc. notification, prior consultation/recording requirement/conditions)</b>
Signed consent for school trips.	Foster carer Parents	Social worker to be informed
Signed consents for school trips for overnight stays – with risk assessment completed by school	Foster Carers / parents	If financial commitment for LA then HOS need to agree. If specific risk then parents and HOS to be consulted
Signed consents for school trips for overnight stays involving specific risk or financial payment by the Local Authority.	Head of Service	HOS will want to see specific risk assessment.
School trips abroad.	Head of Service	This will require a permission letter from the head of service
Using computers at school.	Foster Carer	
School photos.	Foster Carer	Not to be used for promotion or on social media.
Attendance at Parents' Evenings.	Foster carer / Parents	Social Worker and parents to be provided with copies of school reports
Attendance at PEP meetings.	Foster carer Social Worker Parent	
Registering at a school.	Social Worker Parents Foster carer if long term matched	
Changing a school.	Assistant Director	Should parents wish to do this whilst the child/ren are subject to Section 31 Care Order to Section 38 Interim

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		Care Order this should be discussed with the social worker in the first instance.
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**3. Personal, leisure and home life**

<b>Consent/agreement/task</b>	<b>Who has authority to give consent/agreement or undertake the task</b>	<b>Notes (inc. notifications, prior consultation/recording requirement/conditions)</b>
Passport application.	Head of Service Parents	Can only be applied for by someone holding PR.
Overnight with friends ('sleep overs').	Foster carer	Social worker to be informed
Holidays within the British Islands.	Foster carer Social Worker Parents	Social worker to be informed
Holidays outside the British Islands.	Head of Service	Parents to be informed
Attending an RI or inadequate school	Head of education for children looked after	Parents and carers should be consulted.
Educational Psychology Assessments	Social Worker/ parent	
Referral/consent for YP to access another service (please specify the service).	Social Worker Parent	
Personal Health and Social Education.	Foster carer Parents Social Worker	It is now a legal requirement that schools deliver this

Sports/social clubs.	Foster carer parents	
More hazardous activities e.g. horse riding, skiing, rock climbing.	Foster carer should consult with Social Worker Parents	
Haircuts/colouring.	Foster Carer to arrange haircuts.	
Body piercing.		In English law, it is illegal for under 16s to have their genitals pierced. It is also illegal for females under 16 to have their breasts pierced, although this does not apply to males under 16.
Tattoos.		It is illegal for anyone under the age of 18 to have a tattoo.
Mobile phone.	Foster carer & parents should consult with social	

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	worker	
Part time employment.	Foster carer	Social worker to be informed
Accessing social networking sites e.g. Facebook, Twitter, MSN.	Foster carer	Social worker to be informed
Media activity.	Head of service	

#### **4. Faith and religious observance**

<b>Consent/agreement/task</b>	<b>Who has authority to give consent/agreement or undertake the task</b>	<b>Notes (inc. notifications, prior consultation/recording requirement/conditions)</b>
New or changes in faith, church or religious observance.	Head of Service Parents	Social Worker to be informed
Attendance at a place of worship.	Foster carer	Social worker and parents to be informed

#### **5. Identity and Names**

<b>Consent/agreement/task</b>	<b>Who has authority to give consent/agreement or undertake the task</b>	<b>Notes (inc. notifications, prior consultation/recording requirement/conditions)</b>
Changes to name	Assistant director Parents	Should the parents seek to change a child's name and the child/ren are subject to a Section 31 Care Order or Section 38 Interim Care Order this should be discussed with the social worker in the first instance

#### **6. Contact**

<b>Consent/agreement/task</b>	<b>Who has authority to give consent/agreement or undertake the task</b>	<b>Notes (inc. notifications, prior consultation/recording requirement/conditions)</b>
Transport.	Foster carer	To be discussed with social worker
Arranging.	Social Worker	
Facilitation.	Social Worker	

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Formal supervision.	Foster carer / Social Worker / Family support	Not to be changed outside of care planning and without consultation of IRO / team Manager
Frequency	Agreed and reviewed as part of care planning process in consultation with team manager and IRO	Often court order and so should not be changed.

**7. Other areas or categories**

<b>Consent/agreement/task</b>	<b>Who has authority to give consent/agreement or undertake the task</b>	<b>Notes (inc. notifications, prior consultation/recording requirement/conditions)</b>



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**All the above forms of consent have been agreed within the Care Planning meeting of \_\_\_\_\_**

**Please provide a copy to all the relevant parties.**

**Signature** \_\_\_\_\_  
**Team Manager**

**Date** \_\_\_\_\_

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**Signature  
Parent**

\_\_\_\_\_

**Date** \_\_\_\_\_

**Signature  
Parent**

\_\_\_\_\_

**Date** \_\_\_\_\_

**Signature  
Foster Carers**

\_\_\_\_\_

**Date** \_\_\_\_\_