



Scheme of Delegation (Casework)

November 2023

Please note that these are the minimum levels at which there is delegated authority and that it is reasonable for line managers to move decision making up the hierarchy in order to respond to local circumstances.
 (Decisions out of working hours can be made by the Emergency Duty Team managers until the next working day, or over the weekend and bank holidays)

DECISION	Senior Social Worker	MASH Practice Manager	Team Manager	Senior Manager	Head of Service	Director	Additional Comments / Exceptions
Decisions about Becoming Looked After and ceasing a Child Looked After							
Threshold decisions within MASH		*					
A child under the age of 16 years to be accommodated under Section 20					*		
A child 16 years and over to be accommodated under Section 20					*		
A child accommodated under section 20 and 15 and under to no longer be looked after.			*				
A child aged 16 or 17 years old, subject to a Full Care Order, to no longer be Looked After.						*	
A child who is 16 or 17 years old and looked after under Section 20 to no longer be looked after						*	
Decisions about our Looked After Children							

Consent to high risk medical treatment of our children looked after (if parent not readily available or not willing to sign)						*	Delegated authority and/or allocated social worker to agree to routine treatments.
Agreement for our children to travel abroad on holiday with their carers – out of term time			*				Recommendation to be sought via multi agency meeting
Agreement for our children to travel abroad on holiday with their carers – in term time					*		Consultation with partner agencies-including virtual head.
Agreement for our children to enlist in HM Forces					*		Needs a specific policy around CLA children and armed forces due to research.
Agreements for our children to attend HM Forces college			*				
Agreement for court application to be made for Change of Name Deed where parental consent cannot be obtained.						*	Section 33.7 of Children Act requirement
Agreement for media campaigns to be used to help find our children who are missing					*		SM for EDT TM's chair strat and need to be able to make immediate decision.
Agreement to considering full Care Orders for our children Under 7 years of age				*			
Agreement to considering full Care Orders for our children Over 7 years of age				*			
Body modifications-e.g piercings/derma implants- where parental consent cannot be obtained.			*				Child led- views of adults around the child to be gained.

16 & 17 year olds wanting to go on holidays with friends or travelling on their own.			*				
Chairing of stability meetings for agency homes. In house stability meetings to be chaired by fostering team manager or residential home manager (in house), or CSC Team Manager – decision to be based on who is most appropriate as chair based on nature of concern.			*				
Decisions about where our children and young people live							
Agreement for our children to move from a Placement with Parents or Connected carer arrangement to a fostering home or residential home					*		
Agreement that the Placement of a Child in a Private Fostering Arrangement is suitable for that child.			*				
Agreement for our children to live in an out of area home (any home not in the LA geographical boundaries)- children placed in neighbouring authorities.					*		NW Safeguarding C&YP placed across LA boundaries procedure.
Agreement to a child living in an 'at a distance' home (any home not in LA boundary and not within a bordering LA).						*	NW Safeguarding C&YP placed across LA boundaries procedure. Definition of at a distance - outside the area of the local authority and not within the area of any adjoining local authority), in which case the approval of the Director of Children's Services is required.

Agreement for our children under 13 years to live in a residential care home (formal review minimum 3 monthly)					*		
Agreement for our young people to remain in their residential home after their 18 th birthday In house provision.					*		Authorisation required from HoS
Agreement for our young people to remain in their residential home after their 18 th birthday Agency provision.					*		Authorisation required from HoS
Agreement to pre and post 18 agency supported living arrangement					*		Authorisation required from HoS
Permission for our children and young people (16/17 years homeless and Care Leavers) to stay in B&B accommodation						*	
Permission for our Care Experience young people age 18 years+ to stay in B&B accommodation					*		
Permission for our Children in Need to stay in B&B accommodation					*		
Agreement to a child subject to an ICO being placed with parent, including recommendation for final care plan of home placement.					*		
Agreement for children subject to a FCO to move to a Placement with Parent and agreeing/signing the Home Placement Agreement.					*		
Approval to make application for Secure Order for our children						*	
Emergency approval for 72-hour secure accommodation						*	
Approval for unregistered/unregulated homes						*	
Agreement for child to change home and/or care arrangement (financial approval from SM/HoS still applies)			*				
Decisions about financially providing for our children							

Financial approval for our children to move from one home to another (fostering or residential and regulated), if the cost remains the same or is lower			*				
Financial approval for our children to move to a foster home costing less than £1000 per week			*				
Financial approval for our children to move to a home costing between £1000 - £4000 per week				*			
Financial approval for our children to move to a home costing between £4000- £7000 per week (approval from Head of CIOC for any home costing between £5000- £7000)					*		
Financial approval for our children to live in specialist and exceptionally high cost homes (£7,000+)						*	
Approval for hair strand testing, and/or psychological or specialist assessment in proceedings or for the purpose of reunification, Family Time and associated costs. Also includes Therapeutic life Story Work. There needs to be an assessment that reflects the need and all options explored before commissioning.				*	*		Senior Manager to retain oversight of use and threshold within financial limits Refer to section 17 policy
Financial agreement for one-off costs of up to £50 (Section 17)	*						
Financial agreement for costs which annually totals up to £500 (Section 17)			*				
Financial agreement for costs which annually totals between £500 and £1500 (Section 17)				*			
Financial agreement for costs for children (family) within which annually totals over £1500 per family and up to £15000 (Section 17)					*		
Financial agreement for costs for children (family) within which annually totals over £15000 (Section 17)						*	
Financial approval of RO Allowance/SGO allowance-not enhanced				*			
Financial approval of exceptional additional and enhanced RO Allowance/SGO allowance					*		
Agreement to commission financial assessment for Section 20 charging policy			*				

Agreement to override undertaking Section 20 charging policy					*		
Financial agreement to Staying Put Allowance			*				
Other decisions we need to make for our children							
Criminal injuries compensation Claim			*				
Decision to seek legal advice and provide legal instruction for all new families.					*		
Decision to seek legal advice and provide legal instruction for children subject to a Full Care Order.				*			
Agree a statement for Court			*				
Authorisation of surveillance						*	This requires CEO agreement
To ratify our children's homes as permanent				*			Lasting Homes Panel
To chair a Missing From Home Risk Management Meeting			*				Team manager can identify an appropriate chair and agree review timescales
To chair strategy discussions and meetings	*	* (MASH & EDT PM's)	*				Team manager can identify an appropriate chair IRO to chair complex strategy discussions (see definition on request form) and FII
To agree on matters relating to litigation						*	
To act as designated complaints officer				*			
Agreement to start an employee, pre-DBS clearance					*		