

Children's Social Care - Scheme of Delegation January 2021

Scheme of Delegation	Applies to all Children's Social Care staff
Updated January 2021 Review date Jan 2022	Document Owner: Director of Operations

ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON	COMMENTS
Decision about acceptance of referral	Practice Lead - MASH	Service Manager MASH	
Initiation of C and F Assessment (Single Assessment)	Practice Lead	Service Manager	Practice Lead will provide guidance as to expected duration of assessment
Sign off of assessment	Practice Lead	Service Manager	
Commence Section 47 enquiries	Practice Lead	Service Manager	
Approval of Section 47 report	Practice Lead	Service Manager	
Agreement to end S47 investigation without going to Child Protection Conference or Legal Gateway Panel	Practice Lead	Service Manager	
Chair S47 discussions and Strategy meetings	Practice Lead / LADO for allegations concerning professionals or of organised abuse	Service Manager / LADO	

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Request an Initial CP Conference	Practice Lead	Service Manager	Service Manager will also review and approve the request in writing to the Service Manager in CPRT.
Planning in respect of child where S47 enquiries have not resulted in evidence of significant harm	Practice Lead	Service Manager	
Make child subject to a Child Protection Plan*	Chair of CP Conference		
Chair Core Group Meeting *	Social Worker/ Practice Lead		
Exclude person with PR from CP Conference	Manager of CP Conference Service in consultation with Practice Lead		
Remove child from being subject of CP Plan	Chair of CP Conference	Chair to sign minutes to endorse this decision	PL will agree any recommendation to conference to de-plan child
Step across to Early Help/ Family First	Practice Lead	Social Worker	This should be discussed at CP/CIN meeting
Authorise Local Learning Review		Director to sign completed review	
Decision to accommodate Child in an emergency	Head of Service / OOH Duty Director	Director of Operations	
Decision to accommodate Child	Head of Service	Director of Operations	
Decision to provide semi-independent accommodation	Head of Service / OOH Duty Director	Director of Operations	
Decision to initiate Care Proceedings	Head of Service	Director of Operations	Any decision to initiate Care Proceedings should be discussed at Legal Planning Meeting. However agreement to instigate proceedings does not mean that the

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			decision to accommodate has also been made. Proceedings can lead to accommodation but can also have other outcomes.
Permission to hold Legal Planning Meeting	Service Manager	Head of Service	
Decision to endorse the Care Plan for the final hearing Only the Agency Decision Maker has the authority to change endorsed ADM Decision.	Service Manager	Head of Service	All Care Plans must be shared prior to filing and endorsed by the relevant Independent Reviewing Officer at a LAC review prior to Service Manager approval All Care Plans must be authorised with a signature by the Social worker, and Service Manager.
Decision to apply for an Emergency Protection Order	Head of Service	Director of Operations	Legal services will need to be informed as early as possible
Decision to apply for discharge or variation of a Care or Supervision Order	Head of Service	Director of Operations	This should be discussed at Legal Planning Meeting.
Decision to discharge a child from accommodation – <ul style="list-style-type: none"> - At the request of the Young Person aged 16 or 17 - At the request of the Parents - As part of the LA Care Plan 	Director of Operations Head of Service Head of Service	DCS	Statutory Guidance issued in March 2015 requires that the decision to cease to look after a child or young person must be authorised by designated senior officers. Following agreement with the IRO at a LAC Review. Approval by Director of Operations / Head of Service should

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			scrutinise the decision making including identified ongoing needs of the child / family and how these will be met.
Decision to refuse parental contact with a child or young person subject to a Care Order – up to seven days in an emergency – when necessary to do so in order to safeguard/promote child’s welfare	Head of Service in consultation with Legal	Director of Operations	
Decision to apply for an order authorising the Authority to refuse contact	Head of Service in consultation with Legal	Director of Operations	
Agree Emergency placement	Service Manager	Head of Service	
Authorise Distant Placement i.e. more than 20 miles from Newham	Director of Operations	Head of Service Care Provision & Support	
Approve residential placement.	Head of Service Care Provision & Support	Director of Operations	Any placement changes should be discussed with the child’s IRO prior to proposed change
Approve use of unregulated Accommodation	Head of Service Care Provision & Support	Head of Service	
Approve use of unregistered accommodation for Under 16	DCS	Director of Operations	Ofsted must be notified and there needs to be a clear exit plan as this placement can only last for 28 days.
Authority Secure Accommodation Order	DCS	Director of Operations	Legal Planning Meeting would be required to make recommendation to the Director or Director

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Discharge from Secure Accommodation	Director of Operations	Head of Service	
Application for Deprivation of Liberty Order	Director of Operations	Head of Service	Legal Planning Meeting would be required to make recommendation to the Director of Operations
Decision to exclude person with PR from the review process	Independent Review Officer (IRO) in consultation with Service Manager		
Notification to a parent of CLA that their child has been injured or admitted to Hospital	Social Worker or Practice Lead	Service Manager	
Consent to Medical treatment including sexual health advice and contraception of a Child Looked After	Social Worker	Practice Lead	<p>Consultation with parents should always be attempted, regardless of whether LA holds Parental Responsibility. Unless Gillick Fraser guidelines apply.</p> <p>The Independent Reviewing Officer must be informed of all medical treatment other than routine medical treatment.</p>
Emergency medical treatment which may or may not involve general anaesthetic for LAC on orders	Director of Operations in consultation with treating Physician	Head of Service	Parents should always be consulted and their consent sought. The Independent Reviewing Officer must be informed of all medical treatment other than routine medical treatment. In the event of an emergency treatment should be given to ensure the health and welfare of the child is paramount

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Planned medical treatment involving surgery and general anaesthetic for CLA on orders	Head of Service in consultation with treating Physician	Head of Service	<p>Parents should always be consulted and their consent sought. The Independent reviewing officer must be informed of all medical treatment other than routine medical treatment.</p> <p>HOS to consult with key people (parents, others with parental responsibility, medical staff, legal etc</p>
Significant and permanent medical intervention e.g. termination, sterilisation, organ transplant for children and young people on orders	DCS	Director of Operations	HOS to consult with key people (parents, others with parental responsibility, medical staff, legal etc
Decision to withhold or withdraw life preserving medical treatment for children and young people on orders	DCS	Director of Operations	
Review / change End of Life Care Plans	IRO to Chair meeting if possible. Service Manager to consult appropriately with necessary persons i.e. Legal and Head of Service		
Ratification and Approve CLA Review Recommendations	Practice Lead	Service Manager	Practice leads must ratify LAC Review recommendations within 5 working days. If no objections are received in 5 working days their agreement will be assumed
Withhold whereabouts of child in care from a person - usually the parent	Service Manager after Legal consultation	Head of Service after Legal consultation	

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Notification of Serious harm to a Child Looked After	Head of Service	Service Manager	If the incident involves an allegation against a carer or professional then LADO to be informed and CP Procedures followed by the Social Worker and Practice Lead
Notification to Ofsted of Serious harm to a Child Looked After where abuse or neglect is known or suspected	DCS	Director of Operations and AD of Professional Practice	
Notification of the Death of a Child Looked After whether or not abuse or neglect is known or suspected	DCS	Director of Operations and AD of Professional Practice	The local authority must notify Ofsted and Secretary of State where a looked after child has died, whether or not abuse or neglect is known or suspected.
Funeral arrangements following the death of a Looked After Child.	If S20 – parent responsible for arranging / Service Manager	Head of Service	Local authority will support as requested by parents or in the absence if parents taking responsibility the Head of service for the operational team to agree financial support and decisions required.
Notification to OFSTED of death or serious harm to a child where abuse or neglect is known or suspected	DCS	Director of Operations and AD of Professional Practice	
Placement with Parents Regs - Section 31 - Section 38	Director of Operations Head of Service		Following completion of Placement with Parents Assessment the plan should be discussed and agreed at CLA review with the approval of the IRO and approval of the responsible Head of Service, prior to

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			Dir Ops approval. The placement should be part of a plan to revoke the Care Order.
Permission to leave the UK – period of less than 1 month	Service Manager	Head of Service	
Passport application for child subject to a care order	Service Manager	Head of Service	
Decision to apply for leave of the Court for a child in care to live outside of England or Wales	Head of Service (to liaise with Director of Operations)	DCS	
Permission for a child / Young Person subject to a care order to be known by another surname (only possible with agreement of everyone with parental responsibility or leave of the court)	Head of Service	Director of Operations	To be discussed with Independent Reviewing Officer beforehand.
Permission for a child subject of a care order to marry	Head of Service	Director of Operations	
Decision for a child looked after to have a social visit over night	Social Worker in consultation with Practice Lead and Foster Carer via delegated foster carer agreement.	Can be delegated to foster carer via placement information record / review / safety plan.	Should the delegated authority permit pragmatic decision making by carers once the placement planning meeting has been held and contact arrangements with family agreed??.
Approval of Section 34 contact expenses for children subject to s20	Service Manager	HoS	On presentation of written request with clear evidence subject to regular reviews.
Decision for after school activities	Parents / Foster Carer / Social Worker	Service Manager	Delegated Authority Policy should support this

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Regular and extended stays with friends and family.	Social Worker/ Practice Lead to ensure reasonable checks are made	Service Manager	
Authorisation for school trips for Children Looked After	Parents / Foster Carer / Social Worker/ Practice Lead	Service Manager	Looked after Child taking part in activities with an element of risk e.g. climbing/skiing/canoeing Parental consent to be obtained wherever possible / appropriate. Risk Assessment to be undertaken in advance by the child's Social Worker
Authorities for CYP on Placement Orders and placed with pre-adoptive parents.	Permissions to be identified on Adoption Support Plan and Placement		
Decision to apply for a recovery order for a child who is in care and subject to an EPO or in Police protection	Head of Service	Service Manager	
Mental Health Act - act as nearest relative for looked after child	Social Worker / Practice Lead	Service Manager	
Approve Temporary Connected Persons Foster Carers – Reg 24	Head of Service – Care Provision & Support	Head of Service (other than case holding service area)	Viability assessment undertaken by Fostering Social worker, approval recommended by Practice Lead. Responsible Head of service must recommend approval before presentation to Agency decision maker for Head of Service – Care Provision & Support.

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Authorise Form F for prospective foster carers	Fostering Manager	Head of Service	
Approve Foster Carers	Agency Decision Maker		
Terminate approval of foster carers	Agency Decision Maker		
Exemptions for foster carers	Head of Service	Head of Service	
Agreement to exceed Fostering approval limits	Fostering Panel recommendation to Fostering Agency Decision Maker		Via Fostering Service Manager recommendation. Includes Independent fostering agencies within local authority area
Private Fostering – Approve assessment of private foster carers	Service Manager - Fostering	Head of Service	
Private Fostering – Designated Officer	Service Manager - Fostering	Head of Service	
Private Fostering – Authorise legal action to prohibit private carer from looking after a child or to impose, vary or remove requirements	Head of Service Provider Services in consultation with Legal	Director of Operations	
Permanence – Quality Assurance of CPR's for Decision for Adoptions and submission to Panel	Service Manager	Head of Service	
Permanence - Approve adopters	RAA Agency Decision Maker, considering Panel recommendations		
Permanence – Terminate approval of adopters	RAA Agency Decision Maker, considering Panel recommendations		

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Permanence – Agree adoption allowance	Head of Service	Director	
Approve SGO Support Plans	Head of Service – Care Provision and Support	Head of Service (other than case holding service area)	
Payments for: SGO Allowance Connected Persons Reg 24	Head of Service – Care Provision and Support	Head of Service (other than case holding service area)	
Approve Plan for Permanence through Adoption	Director of Operations; Agency Decision Maker considering Panel decisions.		Permanency plans must be discussed at Permanency Panel
Approve Plan for Permanence through Special Guardianship or Child Arrangement Order	Head of Service – Care Provision and Support	Head of Service (other than case holding service area)	Permanency plans must be discussed at Permanency Panel
Approve Plan for Permanence through Long Term Fostering			Permanency plans must be discussed at Permanency Panel
Permanence – Agree inter agency adoption placement	ADM (Director of Operations)		
Permanence – Remove child from prospective adopters	Director of Operations	Head of Service	Legal Planning Meeting should consider all cases where removal from an Adoptive Placement is a considered plan
Permission to advertise/appear in media	Head of Service	Director of Operations	
Publicity / Advertising against wishes of those with parental responsibility	Director of Operations	DCS	
Death of Care Leaver 18+ (notification to)	Head of Service		

CARE LEAVERS

ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON	COMMENTS
Decision of eligibility of young person.	Service Manager – Leaving Care	Head of Service	
Allocate case of former YP over 18 years	Service Manager - Leaving Care	Head of Service	
Authorisation of Needs Led Assessment for Care Leaver	Practice Lead	Service Manager - Leaving Care	
Apply for National Insurance Number	SOCIAL WORKER	Personal Advisor	
Agree Pathway Plan (18+)	Practice Lead- Leaving Care	Service Manger – Leaving Care	
Chair review of Pathway plan	Practice Lead - Leaving Care	Personal Advisor / SOCIAL WORKER Leaving Care	
Close case of relevant YP	Practice Lead – Leaving Care	Service Manager – Leaving Care	
Authorise Leaving Care Grant	Service Manager - Leaving Care	Head of Service	
Authorise Rent Deposit	Service Manager - Leaving Care	Head of Service	
Authorise emergency accommodation	Service Manager – Leaving Care	Head of Service	
Determine Staying Put arrangements	Head of Service – Care Provision and Support	Director	
Higher Education Grants (University Entrants)	Service Manager - Leaving Care	Head of Service	
Unaccompanied trips abroad CLA	Director of Operations	Head of Service	

CRIMINAL INJURIES COMPENSATION CLAIMS			COMMENTS
Approve for Child Looked After	PL with consultation from legal	Service Manager	
Approve appeal for Child Looked After	Head of Service	Director of Operations	

HUMAN RESOURCES DECISIONS			
ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON	COMMENTS
Recruitment and selection of temporary and permanent staff	Head of Service		
Implementing disciplinary procedures	Service Manager	Head of Service	
Implementing capability procedures	Service Manager	Head of Service	
Hearing grievances or disciplinaries	Managers as in Council procedures		
Monitoring sickness absence and associated procedures	Service Manager	Head of Service	
Decision to suspend a member of staff	Director of Operations	Director	
Decisions about Criminal Records Bureau checks	Director of Operations		

INFORMATION SHARING			
ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON	COMMENTS
Disclosure of information to other agencies not for safeguarding purposes (e.g. to assist in criminal investigation)	Practice Lead	Service Manager	Practice Lead contacts Information Governance Team. On receipt of Legal advice refer to Head of service if child welfare implications.

