

## Children Families and Community Health

### Swindon Children's Services Scheme of Delegation: updated March 2026

#### Introduction

This internal scheme of delegation has been authorised by the Corporate Director of Children's Services to ensure that statutory responsibility and decision-making is delegated to the appropriately qualified professional.

A scheme of delegation is required to ensure that people with the right level of experience and accountability make the right decisions, at the right time, for the children that we are responsible for. It covers those decisions within Children's Services, which are particularly critical in determining what actions are to be taken by the Council to promote the welfare of individual children and their families. The scheme also covers core issues of financial delegation.

The scheme does not cover all eventualities and where furthermore detailed information is required, staff must consult specific policies and guidance documents or consider the matter further with their manager.

The scheme of delegation is intended to place the decision making as close to the front line as is consistent with national guidance and regulation and consideration of good practice, while maintaining accountability and safe decision making.

#### Review Schedule

The scheme is to be reviewed at least annually.

Reference Number	Area of Work	Legislation, Regulation or Guidance Reference	Authorised Officer
<b>REFERRAL, ASSESSMENT, CASE CLOSURE</b>			
1	Approve no further action on referral	<a href="https://publishing.service.gov.uk">Working together to safeguard children 2023: statutory guidance (publishing.service.gov.uk)</a>	Team Manager or Assistant Team Manager
2	Approve a child's assessment	<a href="https://publishing.service.gov.uk">Working together to safeguard children 2023: statutory guidance (publishing.service.gov.uk)</a>	Team Manager or Assistant Team Manager
3	Agree case closure	<a href="https://publishing.service.gov.uk">Working together to safeguard children 2023: statutory guidance (publishing.service.gov.uk)</a>	Team Manager or Assistant Team Manager
<b>CHILDREN IN NEED (CIN)</b>			
4	To agree support services to children living with their families (agree a CIN Plan)	<a href="#">Children Act 1989</a>	Team Manager or Assistant Team Manager
5	To chair a child in need planning meeting or review of a CiN plan	<a href="#">Children Act 1989</a>	Team Manager/Assistant Team Manager; delegated to Social Worker

			by agreement
6	To agree short break care and respite care for children with disability (see point 13 below re financial limits)	<a href="#">Children Act 1989</a>	Director of Corporate Parenting/Care and Resource Panel on recommendation on Short breaks Panel
7	Agree Direct Payment for Children and Families service provision (see point 13 below re financial limits)	<a href="#">Children Act 1989</a>	Director of Corporate Parenting/Care and Resource Panel on recommendation on Short breaks Panel
<b>CHILD PROTECTION</b>			
8	Decision to start enquiries under Section 47 and to end/close/conclude them	<a href="#">Working together to safeguard children 2023: statutory guidance (publishing.service.gov.uk)</a>	Team Manager or Assistant Team Manager
9	Decision to convene a Child Protection Conference	<a href="#">Working together to safeguard children 2023: statutory guidance (publishing.service.gov.uk)</a>	Team Manager or Assistant Team Manager
10	Decision <b>not</b> to convene a CP Conference (CPC) following S47 enquiries	<a href="#">Working together to safeguard children 2023: statutory guidance (publishing.service.gov.uk)</a>	Team Manager in consultation with Senior IRO/QA Team Manager Escalate to SM if no agreement reached
11	Death or serious injury to a Child – senior manager to be notified.	<a href="#">Notifications of Serious Incidents / Need to Know Policy</a>  <a href="#">Working together to safeguard children 2023: statutory guidance (publishing.service.gov.uk)</a>	Director of Safeguarding Head of Quality Assurance
<b>PRIVATE LAW PROCEEDINGS</b>			
12	To accept a request to report to the court under Section 7 in private law proceedings	<a href="#">S 7 Children Act 1989</a>	Team Manager or Assistant Team Manager
<b>PUBLIC LAW</b>			
13	Request for Legal Planning meeting; legal advice.	<a href="#">Swindon Procedures Care and Supervision</a>  <a href="#">Proceedings and the Public Law Outline</a>  <a href="#">Children Act 1989</a>  <a href="#">Public Law Outline, Ministry of Justice</a>	Service Manager can agree that ab LPM is required.

14	To agree issuing of 'Letter Before Proceedings' and commence pre-proceedings case management in accordance with the Public Law Outline guidance	<a href="#">Swindon Procedures Care and Supervision</a> <a href="#">Proceedings and the Public Law Outline</a> <a href="#">Children Act 1989</a> <a href="#">Public Law Outline, Ministry of Justice</a>	Legal Planning Meeting
15	Request for funding Expert Assessments in CIN;CP;PLO and Court.	<a href="#">Swindon Procedures Care and Supervision</a> <a href="#">Proceedings and the Public Law Outline</a> <a href="#">Children Act 1989</a> <a href="#">Public Law Outline, Ministry of Justice</a>	Care and Resource Panel or Director if urgent
16	To make decisions to instigate proceedings and agree necessary assessments	<a href="#">Swindon Procedures Care and Supervision</a> <a href="#">Proceedings and the Public Law Outline</a> <a href="#">Children Act 1989</a> <a href="#">Public Law Outline, Ministry of Justice</a>	Legal Planning Meeting or Director of Safeguarding in an emergency
17	To agree application for Emergency Protection Order	<a href="#">Swindon Procedures Care and Supervision</a> <a href="#">Proceedings and the Public Law Outline</a> <a href="#">Children Act 1989</a> <a href="#">Public Law Outline, Ministry of Justice</a>	Head of Service- in consultation with Legal Team but to alert Director of Safeguarding of need to do so
18	To agree application for a Recovery Order	<a href="#">Sec 50 CA 1989</a>	Service Manager for corporate Parenting but Head of Service for Safeguarding – after advice from Legal Team
20	To agree the initial care plan to court in care proceedings	<a href="#">Swindon Procedures Care and Supervision</a> <a href="#">Proceedings and the Public Law Outline</a>	Service Manager

		<a href="#">Children Act 1989</a> <a href="#">Public Law Outline, Ministry of Justice</a>	
21	To agree for a child in care to be subject to a DOL	<a href="#">Mental Capacity Act 2005</a> <a href="#">Deprivation of liberty safeguards: resources - GOV.UK</a>	Legal Planning Meeting chaired by Director
22	To agree the final care plan to court in care proceedings	<a href="#">Swindon Procedures Care and Supervision</a> <a href="#">Proceedings and the Public Law Outline</a> <a href="#">Children Act 1989</a> <a href="#">Public Law Outline, Ministry of Justice</a>	All Service Managers Corporate Parenting Head of Service Family Safeguarding
23	To agree application to court to vary a care or supervision order, or to discharge a care order	<a href="#">Swindon Procedures Care and Supervision</a> <a href="#">Proceedings and the Public Law Outline</a> <a href="#">Children Act 1989</a> <a href="#">Public Law Outline, Ministry of Justice</a>	Legal Planning Meeting
24	To agree application to court for a Placement Order	<a href="#">Swindon Procedures Care and Supervision</a> <a href="#">Proceedings and the Public Law Outline</a> <a href="#">Children Act 1989</a> <a href="#">Public Law Outline, Ministry of Justice</a>	Service Manager/Head of Service
<b>LOOKED AFTER CHILDREN</b>			
25	Agree accommodation of a child with parental Consent section 20	<a href="#">Decision to Look After</a> <a href="#">Sec 20 CA 1989</a>	Director of Safeguarding
26	Agree the decision to cease being looked after for children aged 0 to 15 who have been in care over 20 days.		Service Managers/Head of Service
27	Agree discharge of a child accommodated under section 20  For young person who is 16+	<a href="#">Ceasing to be a Child in Our Care</a> <a href="#">Sec 20 CA 1989</a>	Director of Corporate Parenting or Safeguarding

28	Agree placement of child/young person for whom accommodation has been agreed with in-house foster carers, IFA carers or supported lodgings carers.	<a href="#">Decision to Look After</a> <a href="#">Sec 31 CA 1989</a>	Director of Safeguarding /Director for Corporate Parenting
29	Agree to place and fund placement of child with IFA out of borough.	As above <a href="#">Swindon Procedures - OOB</a>	Care and Resource Panel or with Director of Safeguarding/Director for Corporate Parenting if urgent
30	Agree to place a child in residential and/or IFA at a distance	As above <a href="#">Swindon Procedures - OOB</a>	Care and Resource Panel or with Director of Safeguarding/Director for Corporate Parenting if urgent
31	To agree to place a child in an unregulated or unregistered placement.		Director Children's Services
32	Agree the placement of a child subject to a care order to live with his/her parent(s) (Placement with Parents Regs)  For children aged 16+	<a href="#">Swindon procedures - place with parents</a>	Director of Safeguarding  Director of Corporate Parenting
33	Authorise the placement of a child in care with connected persons under Regulation 24	<a href="#">Swindon Procedures - connected persons</a>	Director of Safeguarding/Director for Corporate Parenting
34	Authorise Special Guardianship as the permanence plan for a looked after child.		Service Managers/Head of Service
35	Authorise level of Special Guardianship support to be provided, including financial support	<a href="#">Sec 14 Children Act 1989</a> <a href="#">Swindon Procedures - Special Guardianship Adoption and Children Act 2002</a>	Service Manager Fostering all enhanced packages to Care and Resource Panel

36	Chair Matching meeting for child to be placed for adoption and agree the preferred adoptive family	<a href="#">Swindon procedures - adoption</a>	Function carried out by Adopt Thames Valley and Team Manager
37	Authorise a change of placement affecting a child in care in Key Stage 4		Director of Safeguarding /Director for Corporate Parenting
38	Authorise exemptions from the usual fostering limit and variations to the approval on temporary basis	Fostering Regulations 2011 – amendments <a href="#">Swindon Procedures - foster care finance handbook</a>	ADM Fostering
39	To consent to the marriage of a young person in care	<a href="#">Swindon Procedures - marriage of CIC</a>	Corporate Director of Children's Services
40	To consent to medical treatment for a looked After child to include complex and invasive treatment including surgery and anaesthetic	<a href="#">Legal framework for consent to medical treatment</a>  <a href="#">Swindon Procedures - health care</a>  <a href="#">Swindon Procedures - delegated authority for foster carers</a>	Director for Corporate Parenting and Director for Safeguarding
41	To consent to routine medical treatment for unaccompanied asylum seekers or orphans who are looked after under Section 20 S3(5)	<a href="#">Swindon Procedures - health care</a>	Delegated Responsibility to Foster
42	Decisions relating to children in foster care like school trips, sex education, piercing	<a href="#">Children in Foster Care – Delegated Authority Policy</a>	Delegated to Foster Carer
43	To sign passport applications for a child in care or in an adoptive placement.	<a href="#">Swindon Procedures - trips abroad</a>	Director for Corporate Parenting /Director for Safeguarding
44	To agree a holiday abroad for a child in care or in an adoptive placement.	<a href="#">Swindon Procedures - trips abroad</a>	Service Manager/Head of Service
45	To agree for a child in care to live abroad subject to the approval of a court	<a href="#">Swindon Procedures - placements abroad</a> <a href="#">Para 19 Sch 2 CA 1989</a>	Director of Safeguarding /Director for Corporate Parenting
46	Manager to be notified when a looked after		MASH

	child from another Local Authority has been placed in the area.		
47	To approve the applications of children in care who wish to join HM Forces		Director of Safeguarding/Director of Corporate Parenting
48	To agree change of name for children in care	<a href="#">Change of Name for a Child We Care for (Child in Care)</a>  <a href="#">Sec 33 CA 1989</a>	Service Managers/Head of Service
49	Approve the refusal or suspension of contact with parents	<a href="#">Contact with Parents/Adults and Siblings</a>  <a href="#">Sec 34 CA 1989</a>	Service Manager/Head of Service for maximum of 7days- Court
50	Make decisions to approve a person as a foster carer and the terms of approval taking in to account the recommendations of the Fostering Panel	<a href="#">Assessment and Approvals of Foster Carers</a>  <a href="#">Fostering Regulations 2011</a>	Fostering ADM
<b>LEAVING CARE</b>			
51	Approval of a Pathway Plan		Assistant Team Manager/ Team Manager or Service Manager
<b>EMERGENCY OUT OF HOURS</b>			
52	Admissions to care		On call manager
53	Emergency decisions in respect of placement provision that is an unregulated arrangement		Director Children's Services
<b>SECURE ACOMMODATION</b>			
54	Authorise a placement of a looked after child in secure accommodation for up to 72 hours without a Secure Accommodation order.	<a href="#">Placements in Secure Accommodation</a>  <a href="#">Sec 25 CA 1989</a>	Director of Children's Services
55	Authority to apply for a secure order and seek a secure placement	<a href="#">Placements in Secure Accommodation</a>  <a href="#">Sec 25 CA 1989</a>	Director of Children's Services
56	Agree composition of secure accommodation review panel	<a href="#">Secure Accommodation (Criteria) Reviews</a>	Service Manager for Service in conjunction with Head of Quality Assurance
<b>ADOPTION</b>			

57	Adoption Best Interest and links	The Agency Decision Maker who makes decisions on all adoption matters (some of which will be made on the basis of a recommendation of the Adoption Panel)	Director for Corporate Parenting
58	To agree the assessment of prospective adopters	<a href="#">Adoption and Children Act 2002</a>	Adopt Thames Valley
59	To agree the payment of legal expenses for prospective adoptive parents for children who are being placed for adoption by SBC	<a href="#">Adoption and Children Act 2002</a>	Care and Resource Panel
60	To approve the payment of an adoption allowance	<a href="#">Adoption and Children Act 2002</a>	Care and Resource Panel
61	To approve the Annex A report to court	<a href="#">Adoption and Children Act 2002</a>	Service Manager
62	To agree the placement of a Swindon child with adopters	<a href="#">Adoption and Children Act 2002</a>	Swindon Borough Council ADM following Adoption matching panel
63	Chair Introductions Planning Meeting for child being placed for adoption	<a href="#">Adoption and Children Act 2002</a>	Adopt Thames Valley
64	Completion of Interagency Agreements for children placed with another agency	<a href="#">Adoption and Children Act 2002</a>	Adopt Thames Valley
65	To sign the Adoption Placement Plan following Introductions Planning Meeting	<a href="#">Adoption and Children Act 2002</a>	Adopt Thames Valley
66	Authorise the level of adoption support to be provided to children, adopters (including financial support) and their family or birth family members	<a href="#">Adoption and Children Act 2002</a>	Relevant Service Manager after in consultation with Adopt Thames Valley. Care and Resource Panel
67	Make decisions about approval of a person as a prospective adopter following recommendations from Adoption Panel	<a href="#">Adoption and Children Act 2002</a>	Adopt Thames Valley

68	Authorise appointments to the Central List for the Adoption and Fostering Panels	Adoption Agency Regulations	Adopt Thames Valley Fostering Panel – Service Manager for Fostering
<b>FAMILY PLACEMENTS</b>			
69	To agree the assessment of prospective carers	<a href="#">Assessment and Approvals of Foster Carers</a>  <a href="#">Fostering Regulations 2011</a>	ATM/TM Fostering
70	To sanction payment of the fostering allowance	<a href="#">foster carer finances.pdf</a>	ATM/TM Fostering
71	To vary allowances to foster carers / contributions by young people in placement in exceptional circumstances	<a href="#">foster carer finances.pdf</a>	ATM in consultation with Team Manager.  Care and Resource Panel
72	To temporarily vary the approval status of foster carers	<a href="#">Exemptions and Extensions/Variations to Foster Carer Approval</a>	ADM Fostering
73	To agree exemption for foster carers from the usual fostering limit of a maximum of three children in any one placement	<a href="#">Exemptions and Extensions/Variations to Foster Carer Approval</a>	ADM Fostering To be presented at Foster Care Panel next available meeting
74	To give temporary approval to potential adopters as foster carers for a named child		ADM Adoption in consultation with Adopt Thames Valley
<b>PRIVATE FOSTERING</b>			
75	Approve assessments of private foster carers,	<a href="#">p private fost.pdf</a>	Team Manager Fostering Services
76	Prohibit particular private fostering arrangements	<a href="#">p private fost.pdf</a>	Service Manager Fostering
77	Impose requirements on private foster carers	<a href="#">p private fost.pdf</a>	Service Manager Fostering
<b>RECORDS</b>			
78	Full disclosure of child records to the Police	<a href="#">2013 PROTOCOL AND GOOD PRACTICE MODEL</a>	Team Manager following legal advice from Legal Team