**Hounslow Children’s Safeguarding and Specialist Services**

**Scheme of Delegation**

| **Designated Managers with Specified Area of Responsibility** | | **Post Title and Contact Details** |
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| **1** | **Agency Decision Maker (Adoption)**  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 of Children’s Safeguarding and Specialist Services  Email: [jacqui.mcshannon@hounslow.gov.uk](mailto:jacqui.mcshannon@hounslow.gov.uk)  Tel: 020 8583 3002  Head of Service – Safeguarding & Quality Assurance  Email: [lara.wood@hounslow.gov.uk](mailto:lara.wood@hounslow.gov.uk)  Tel:  020 8583 3061  Acting Head of Families First and Intensive Support  Email: [phil.hopkins@hounslow.gov.uk](mailto:phil.hopkins@hounslow.gov.uk)  Tel: 020 8583 4479  Interim Head of Improvement  Email: [jo.pymont@hounslow.gov.uk](mailto:jo.pymont@hounslow.gov.uk)  Tel: 020 8583 6844 |
| **2** | **Agency Decision Maker (Fostering)**  The Agency Decision Maker who makes decisions on fostering matters (on the basis of recommendations of the Fostering Panel). | **Approving Registration/De-registration of foster carers**  Director of Children’s Safeguarding and Specialist Services  Email: [jacqui.mcshannon@hounslow.gov.uk](mailto:jacqui.mcshannon@hounslow.gov.uk)  Tel: 020 8583 3002  **Approving Long Term Fostering Arrangements**  Head of Placements and Looked After Children’s Resources  Email: [bob.spencer@hounslow.gov.uk](mailto:bob.spencer@hounslow.gov.uk)  Tel: 0208 583 3317 |
| **3** | **Designated Manager (Adoption Panel Appointments)**  The manager who can authorise appointments to the Central List of Adoption Panel members. | Head of Placements and Looked After Children’s Resources  Email: [bob.spencer@hounslow.gov.uk](mailto:bob.spencer@hounslow.gov.uk)  Tel: 0208 583 3317 |
| **4** | **Designated Manager** **(Adoption Support)**  The manager who can authorise the level of adoption support to be provided to children, adopters (including financial support) and their family or birth family members. | Team Manager: Adoption and Permanence  Email: [veronica.johannesen@hounslow.gov.uk](mailto:veronica.johannesen@hounslow.gov.uk)  Tel: 0208 583 3438 |
| **5** | **Designated Manager (Care Plans)**  The manager who can authorise the final Care Plan to be taken before the Court within Care Proceedings. | **All Heads of Service**  Head of Service – Safeguarding & Quality Assurance  Email: [lara.wood@hounslow.gov.uk](mailto:lara.wood@hounslow.gov.uk)  Tel:  020 8583 3061  Head of Head of Operational Child Protection & Safeguarding Service  Email: [martin.forshaw@hounslow.gov.uk](mailto:martin.forshaw@hounslow.gov.uk)  Tel:  020 8583 3466  Head of Placements and Looked After Children’s Resources  Email: [bob.spencer@hounslow.gov.uk](mailto:bob.spencer@hounslow.gov.uk)  Tel: 0208 583 3317  Head of Corporate Parenting  Email: [moksuda.uddin@hounslow.gov.uk](mailto:moksuda.uddin@hounslow.gov.uk)  Tel: 0208 583 5391  Acting Head of Families First and Intensive Support  Email: [phil.hopkins@hounslow.gov.uk](mailto:phil.hopkins@hounslow.gov.uk)  Tel: 020 8583 4479 |
| **6** | **Designated Manager (Care Proceedings)**  The manager who can authorise the initiating of Care Proceedings. | **All Heads of Service**  Head of Service – Safeguarding & Quality Assurance  Email: [lara.wood@hounslow.gov.uk](mailto:lara.wood@hounslow.gov.uk)  Tel:  020 8583 3061  Head of Head of Operational Child Protection & Safeguarding Service  Email: [martin.forshaw@hounslow.gov.uk](mailto:martin.forshaw@hounslow.gov.uk)  Tel:  020 8583 3466  Head of Placements and Looked After Children’s Resources  Email: [bob.spencer@hounslow.gov.uk](mailto:bob.spencer@hounslow.gov.uk)  Tel: 0208 583 3317  Head of Corporate Parenting  Email: [moksuda.uddin@hounslow.gov.uk](mailto:moksuda.uddin@hounslow.gov.uk)  Tel: 0208 583 5391  Acting Head of Families First and Intensive Support  Email: [phil.hopkins@hounslow.gov.uk](mailto:phil.hopkins@hounslow.gov.uk)  Tel: 020 8583 4479 |
| **7** | **Designated Manager (Change of Name)**  The manager who can authorise the change of name of a Looked After Child. | **All Heads of Service**  Head of Service – Safeguarding & Quality Assurance  Email: [lara.wood@hounslow.gov.uk](mailto:lara.wood@hounslow.gov.uk)  Tel:  020 8583 3061  Head of Head of Operational Child Protection & Safeguarding Service  Email: [martin.forshaw@hounslow.gov.uk](mailto:martin.forshaw@hounslow.gov.uk)  Tel:  020 8583 3466  Head of Placements and Looked After Children’s Resources  Email: [bob.spencer@hounslow.gov.uk](mailto:bob.spencer@hounslow.gov.uk)  Tel: 0208 583 3317  Head of Corporate Parenting  Email: [moksuda.uddin@hounslow.gov.uk](mailto:moksuda.uddin@hounslow.gov.uk)  Tel: 0208 583 5391  Acting Head of Families First and Intensive Support  Email: [phil.hopkins@hounslow.gov.uk](mailto:phil.hopkins@hounslow.gov.uk)  Tel: 020 8583 4479 |
| **8** | **Designated Manager (Contact with Parents)**  The manager who can authorise the suspension or termination of contact between a Looked After child and his or her parents (subject to the Court’s approval after 7 days for children on Emergency Protection Orders, Interim Care Orders or Care Orders). | **All Heads of Service**  Head of Service – Safeguarding & Quality Assurance  Email: [lara.wood@hounslow.gov.uk](mailto:lara.wood@hounslow.gov.uk)  Tel:  020 8583 3061  Head of Head of Operational Child Protection & Safeguarding Service  Email: [martin.forshaw@hounslow.gov.uk](mailto:martin.forshaw@hounslow.gov.uk)  Tel:  020 8583 3466  Head of Placements and Looked After Children’s Resources  Email: [bob.spencer@hounslow.gov.uk](mailto:bob.spencer@hounslow.gov.uk)  Tel: 0208 583 3317  Head of Corporate Parenting  Email: [moksuda.uddin@hounslow.gov.uk](mailto:moksuda.uddin@hounslow.gov.uk)  Tel: 0208 583 5391  Acting Head of Families First and Intensive Support  Email: [phil.hopkins@hounslow.gov.uk](mailto:phil.hopkins@hounslow.gov.uk)  Tel: 020 8583 4479 |
| **9** | **Designated Manager (Death or Serious Injury to a Child)**  The senior manager who should be notified in the event of death or serious injury to a child. | Director of Children’s Safeguarding and Specialist Services  Email: [jacqui.mcshannon@hounslow.gov.uk](mailto:jacqui.mcshannon@hounslow.gov.uk)  Tel: 020 8583 3002 |
| **10** | **Designated Manager (Decision to Look After)**  The manager who can authorise a child becoming Looked After. | **All Heads of Service**  Head of Service – Safeguarding & Quality Assurance  Email: [lara.wood@hounslow.gov.uk](mailto:lara.wood@hounslow.gov.uk)  Tel:  020 8583 3061  Head of Head of Operational Child Protection & Safeguarding Service  Email: [martin.forshaw@hounslow.gov.uk](mailto:martin.forshaw@hounslow.gov.uk)  Tel:  020 8583 3466  Head of Placements and Looked After Children’s Resources  Email: [bob.spencer@hounslow.gov.uk](mailto:bob.spencer@hounslow.gov.uk)  Tel: 0208 583 3317  Head of Corporate Parenting  Email: [moksuda.uddin@hounslow.gov.uk](mailto:moksuda.uddin@hounslow.gov.uk)  Tel: 0208 583 5391  Acting Head of Families First and Intensive Support  Email: [phil.hopkins@hounslow.gov.uk](mailto:phil.hopkins@hounslow.gov.uk)  Tel: 020 8583 4479 |
| **11** | **Designated Manager (Decision to Cease to Look after)**  The manager who can authorise the decision to cease being looked after for children aged 0-15 who have been in care over 20 days. | **All Heads of Service**  Head of Service – Safeguarding & Quality Assurance  Email: [lara.wood@hounslow.gov.uk](mailto:lara.wood@hounslow.gov.uk)  Tel:  020 8583 3061  Head of Head of Operational Child Protection & Safeguarding Service  Email: [martin.forshaw@hounslow.gov.uk](mailto:martin.forshaw@hounslow.gov.uk)  Tel:  020 8583 3466  Head of Placements and Looked After Children’s Resources  Email: [bob.spencer@hounslow.gov.uk](mailto:bob.spencer@hounslow.gov.uk)  Tel: 0208 583 3317  Head of Corporate Parenting  Email: [moksuda.uddin@hounslow.gov.uk](mailto:moksuda.uddin@hounslow.gov.uk)  Tel: 0208 583 5391  Acting Head of Families First and Intensive Support  Email: [phil.hopkins@hounslow.gov.uk](mailto:phil.hopkins@hounslow.gov.uk)  Tel: 020 8583 4479 |
| **12** | **Designated Manager (Decision to Cease to Look after)**  The manager who can authorise the decision to cease being looked after for children aged 16-17 who have been accommodated under Section 20 of the 1989 Children Act | **Executive Director CHAS delegated to:**  Director of Children’s Safeguarding and Specialist Services  Email: [jacqui.mcshannon@hounslow.gov.uk](mailto:jacqui.mcshannon@hounslow.gov.uk)  Tel: 020 8583 3002 |
| **13** | **Designated Manager** **(Emergency Protection Orders)**  The manager who can authorise an application for an Emergency Protection Order. | **All Heads of Service**  Head of Service – Safeguarding & Quality Assurance  Email: [lara.wood@hounslow.gov.uk](mailto:lara.wood@hounslow.gov.uk)  Tel:  020 8583 3061  Head of Head of Operational Child Protection & Safeguarding Service  Email: [martin.forshaw@hounslow.gov.uk](mailto:martin.forshaw@hounslow.gov.uk)  Tel:  020 8583 3466  Head of Placements and Looked After Children’s Resources  Email: [bob.spencer@hounslow.gov.uk](mailto:bob.spencer@hounslow.gov.uk)  Tel: 0208 583 3317  Head of Corporate Parenting  Email: [moksuda.uddin@hounslow.gov.uk](mailto:moksuda.uddin@hounslow.gov.uk)  Tel: 0208 583 5391  Acting Head of Families First and Intensive Support  Email: [phil.hopkins@hounslow.gov.uk](mailto:phil.hopkins@hounslow.gov.uk)  Tel: 020 8583 4479 |
| **14** | **Designated Manager (Emigration)**  The manager who can authorise the placement of a Looked after child outside England and Wales. | Director of Children’s Safeguarding and Specialist Services  Email: [jacqui.mcshannon@hounslow.gov.uk](mailto:jacqui.mcshannon@hounslow.gov.uk)  Tel: 020 8583 3002 |
| **15** | **Designated Manager (Exemptions and Extensions from Fostering Limit)**  The manager who can authorise any exemptions from the usual fostering limit for foster carers living in the local authority area. | Director of Children’s Safeguarding and Specialist Services  Email: [jacqui.mcshannon@hounslow.gov.uk](mailto:jacqui.mcshannon@hounslow.gov.uk)  Tel: 020 8583 3002  Head of Service – Safeguarding & Quality Assurance  Email: [lara.wood@hounslow.gov.uk](mailto:lara.wood@hounslow.gov.uk)  Tel:  020 8583 3061  Acting Head of Families First and Intensive Support  Email: [phil.hopkins@hounslow.gov.uk](mailto:phil.hopkins@hounslow.gov.uk)  Tel: 020 8583 4479  Interim Head of Improvement  Email: [jo.pymont@hounslow.gov.uk](mailto:jo.pymont@hounslow.gov.uk)  Tel: 020 8583 6844 |
| **16** | **Designated Manager (External Placements)**  The manager who can authorise placements of Looked After children with external providers of residential care or foster carers from an independent fostering agency. | Head of Placements and Looked After Children’s Resources  Email: [bob.spencer@hounslow.gov.uk](mailto:bob.spencer@hounslow.gov.uk)  Tel: 0208 583 3317 |
| **17** | **Designated Manager (Fostering Panel Appointments)**  The manager who can authorise appointments to the Central List of Fostering Panel members | Head of Placements and Looked After Children’s Resources  Email: [bob.spencer@hounslow.gov.uk](mailto:bob.spencer@hounslow.gov.uk)  Tel: 0208 583 3317 |
| **18** | **Designated Manager (Leaving Care)**  The manager who can approve a Pathway Plan. | **Corporate Parenting Team Managers**  Through Care Team Manager  Email: [chatura.patil@hounslow.gov.uk](mailto:chatura.patil@hounslow.gov.uk)  Tel:  020 8583 3296  Late Entry Team Manager  Email: [donna.howard@hounslow.gov.uk](mailto:donna.howard@hounslow.gov.uk)  Tel:  020 8583 4539  Leaving Care Team Manager  Email: [catherine.wilson@hounslow.gov.uk](mailto:catherine.wilson@hounslow.gov.uk)  Tel:  020 8583 3589 |
| **19** | **Designated Manager (Marriage)**  The manager who can authorise the marriage of a Looked After child. | Director of Children’s Safeguarding and Specialist Services  Email: [jacqui.mcshannon@hounslow.gov.uk](mailto:jacqui.mcshannon@hounslow.gov.uk)  Tel: 020 8583 3002 |
| **20** | **Designated Manager (Notifications)**  Where a Looked After Child from another local authority has been placed in the area, the manager to whom the notification should be sent. | Head of Service – Safeguarding & Quality Assurance  Email: [lara.wood@hounslow.gov.uk](mailto:lara.wood@hounslow.gov.uk)  Tel:  020 8583 3061 |
| **21** | **Designated Manager (Passports)**  The manager who can authorise a passport application for a Looked After child. | **Corporate Parenting Team Managers**  Through Care Team Manager  Email: [chatura.patil@hounslow.gov.uk](mailto:chatura.patil@hounslow.gov.uk)  Tel:  020 8583 3296  Late Entry Team Manager  Email: [donna.howard@hounslow.gov.uk](mailto:donna.howard@hounslow.gov.uk)  Tel:  020 8583 4539  Leaving Care Team Manager  Email: [catherine.wilson@hounslow.gov.uk](mailto:catherine.wilson@hounslow.gov.uk)  Tel:  020 8583 3589 |
| **22** | **Designated Manager (Placement Orders)**  The manager who can authorise an application for a Placement Order. | Director of Children’s Safeguarding and Specialist Services  Email: [jacqui.mcshannon@hounslow.gov.uk](mailto:jacqui.mcshannon@hounslow.gov.uk)  Tel: 020 8583 3002  **Can also be delegated to:**  Head of Service – Safeguarding & Quality Assurance  Email: [lara.wood@hounslow.gov.uk](mailto:lara.wood@hounslow.gov.uk)  Tel:  020 8583 3061  Acting Head of Families First and Intensive Support  Email: [phil.hopkins@hounslow.gov.uk](mailto:phil.hopkins@hounslow.gov.uk)  Tel: 020 8583 4479  Interim Head of Improvement  Email: [jo.pymont@hounslow.gov.uk](mailto:jo.pymont@hounslow.gov.uk)  Tel: 020 8583 6844 |
| **23** | **Designated Manager (Private Fostering)**  The manager who can approve assessments of private foster carers, impose requirements on private foster carers or decide to prohibit someone from acting as a private foster carer. | Head of Placements and Looked After Children’s Resources  Email: [bob.spencer@hounslow.gov.uk](mailto:bob.spencer@hounslow.gov.uk)  Tel: 0208 583 3317 |
| **24** | **Designated Manager (Secure Accommodation)**  The manager who can authorise:  A placement of a Looked After child in secure accommodation for up to 72 hours without a Secure Accommodation Order; and/or  An application for a Secure Accommodation Order; and/or  A child’s continued secure placement on the recommendation of the Secure Accommodation Review Panel; and/or  Applications to renewal Secure Accommodation Orders on the recommendation of the Secure Accommodation Review Panel. | Director of Children’s Safeguarding and Specialist Services  Email: [jacqui.mcshannon@hounslow.gov.uk](mailto:jacqui.mcshannon@hounslow.gov.uk)  Tel: 020 8583 3002 |
| **25** | **Designated Manager (Special Guardianship)**  The manager who can authorise Special Guardianship as the permanence plan for a Looked After child. | Director of Children’s Safeguarding and Specialist Services  Email: [jacqui.mcshannon@hounslow.gov.uk](mailto:jacqui.mcshannon@hounslow.gov.uk)  Tel: 020 8583 3002  **Can also be delegated to:**  Head of Service – Safeguarding & Quality Assurance  Email: [lara.wood@hounslow.gov.uk](mailto:lara.wood@hounslow.gov.uk)  Tel:  020 8583 3061  Acting Head of Families First and Intensive Support  Email: [phil.hopkins@hounslow.gov.uk](mailto:phil.hopkins@hounslow.gov.uk)  Tel: 020 8583 4479  Interim Head of Improvement  Email: [jo.pymont@hounslow.gov.uk](mailto:jo.pymont@hounslow.gov.uk)  Tel: 020 8583 6844 |
| **26** | **Designated Manager (Special Guardianship Support)**  The manager who can authorise the level of special guardianship support to be provided, including financial support to special guardians. | Team Manager: Adoption and Permanence  Email: [veronica.johannesen@hounslow.gov.uk](mailto:veronica.johannesen@hounslow.gov.uk)  Tel: 0208 583 3438 |
| **27** | **Nominated Officer (Disruption of Education)**  The manager who can authorise the change of placement affecting a Looked After child in Key Stage 4. | Head of Placements and Looked After Children’s Resources  Email: [bob.spencer@hounslow.gov.uk](mailto:bob.spencer@hounslow.gov.uk)  Tel: 0208 583 3317 |
| **28** | **Nominated Officer (Fostering for Adoption)**  The person who can authorise Fostering for Adoption. | Director of Children’s Safeguarding and Specialist Services  Email: [jacqui.mcshannon@hounslow.gov.uk](mailto:jacqui.mcshannon@hounslow.gov.uk)  Tel: 020 8583 3002  **Can also be delegated to:**  Head of Service – Safeguarding & Quality Assurance  Email: [lara.wood@hounslow.gov.uk](mailto:lara.wood@hounslow.gov.uk)  Tel:  020 8583 3061  Acting Head of Families First and Intensive Support  Email: [phil.hopkins@hounslow.gov.uk](mailto:phil.hopkins@hounslow.gov.uk)  Tel: 020 8583 4479  Interim Head of Improvement  Email: [jo.pymont@hounslow.gov.uk](mailto:jo.pymont@hounslow.gov.uk)  Tel: 020 8583 6844 |
| **29** | **Nominated Officer (Out of Area Placements – neighbouring authorities)**  The manager who can authorise the placement of a Looked After child outside the area of the local authority but within neighbouring authorities. | Head of Placements and Looked After Children’s Resources  Email: [bob.spencer@hounslow.gov.uk](mailto:bob.spencer@hounslow.gov.uk)  Tel: 0208 583 3317 |
| **30** | **Nominated Officer (Out of Area Placements – distant placement)**  The manager who can authorise the placement of a Looked After child outside the area of the local authority where the placement is distant | **Executive Director CHAS delegated to:**  Director of Children’s Safeguarding and Specialist Services  Email: [jacqui.mcshannon@hounslow.gov.uk](mailto:jacqui.mcshannon@hounslow.gov.uk)  Tel: 020 8583 3002 |
| **31** | **Nominated Officer (Immediate Placement of a Looked After Child with Connected Person)**  The manager who can authorise the placement of a Looked After child with a family or friend (‘Connected Person’) who is not already approved as a foster carer. | **All Heads of Service**  Head of Service – Safeguarding & Quality Assurance  Email: [lara.wood@hounslow.gov.uk](mailto:lara.wood@hounslow.gov.uk)  Tel:  020 8583 3061  Head of Head of Operational Child Protection & Safeguarding Service  Email: [martin.forshaw@hounslow.gov.uk](mailto:martin.forshaw@hounslow.gov.uk)  Tel:  020 8583 3466  Head of Placements and Looked After Children’s Resources  Email: [bob.spencer@hounslow.gov.uk](mailto:bob.spencer@hounslow.gov.uk)  Tel: 0208 583 3317  Head of Corporate Parenting  Email: [moksuda.uddin@hounslow.gov.uk](mailto:moksuda.uddin@hounslow.gov.uk)  Tel: 0208 583 5391  Acting Head of Families First and Intensive Support  Email: [phil.hopkins@hounslow.gov.uk](mailto:phil.hopkins@hounslow.gov.uk)  Tel: 020 8583 4479 |
| **32** | **Nominated Officer (Placement of a Looked After Child subject to Care Order or Interim Care Order with Parents)**  The manager who can authorise the placement of a Looked After child with a parent, person with Parental Responsibility or person who held a Residence Order/Child Arrangements Order specifying with whom the child was to reside immediately before the Care Order. | Director of Children’s Safeguarding and Specialist Services  Email: [jacqui.mcshannon@hounslow.gov.uk](mailto:jacqui.mcshannon@hounslow.gov.uk)  Tel: 020 8583 3002  **Can also be delegated to:**  Head of Service – Safeguarding & Quality Assurance  Email: [lara.wood@hounslow.gov.uk](mailto:lara.wood@hounslow.gov.uk)  Tel:  020 8583 3061  Acting Head of Families First and Intensive Support  Email: [phil.hopkins@hounslow.gov.uk](mailto:phil.hopkins@hounslow.gov.uk)  Tel: 020 8583 4479  Interim Head of Improvement  Email: [jo.pymont@hounslow.gov.uk](mailto:jo.pymont@hounslow.gov.uk)  Tel: 020 8583 6844 |