**Children’s Social Care - Scheme of Delegation January 2021**

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| 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** |
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| 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 S47discussions and Strategy meetings  | Practice Lead / LADO for allegations concerning professionals or of organised abuse  | Service Manager / LADO  |  |
| 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 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 approvalAll 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 – * 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 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 |
| 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  | Consultation with parents should always be attempted, regardless of whether LA holds Parental Responsibility. Unless Gillick Fraser guidelines apply.The Independent Reviewing Officer must be informed of all medical treatment other than routine medical treatment. |
| 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  |
| Planned medical treatment involving surgery and general anaesthetic for CLA on orders  | Head of Service 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. HOS to consult with key people (parents, others with parental responsibility, medical staff, legal etc |
| 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  |  |
| Notificationof 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 OperationsHead 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 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  |
| 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.  |
| 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  |  |
| 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** |
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| 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  |  |

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| **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  |  |

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| **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 |  |  |

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| **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. |