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| **Permissions List 2021** | Top of Form    Bottom of Form |

**PURPOSE**

This document contains a quick reference list regarding persons authorised to give permission / make decisions, and the detailed procedure which applies.

**ACCOMMODATED CHILDREN/YOUNG PEOPLE (Section 20)**

All decisions regarding accommodated children must be discussed with and consent sought from the person(s) who hold [**Parental Responsibility**](http://www.proceduresonline.com/resources/keywords_online/nat_key/keywords/parental_respons.html) for the child. Decisions concerning accommodated children should also be referred to the relevant Manager, as per the table below.

**CHILDREN ON CARE ORDERS**

Decisions regarding children who are the subject of [**Care Order**](http://www.proceduresonline.com/resources/keywords_online/nat_key/keywords/care_order.html)s should be made according to the table below. Whenever possible those with parental responsibility for the child should also be consulted and their approval and permission also sought. Please note that if parents are willing to give consent, you do not need senior management approval as well.

The views of the [**Children’s Guardian**](http://trixresources.proceduresonline.com/nat_key/keywords/childrens_guardian.html) must also be sought if the case is in care proceedings.

**DECISION MAKING**

The appropriate procedure should always be followed. All decisions must be recorded on the child/young person’s file.

The views of the child/young person must be sought and taken into consideration.

When the permission/decision cannot be made by the identified Service Manager please note that another Service Manager can make the relevant decision.

The permissions list allows for decisions to be taken at the lowest level; however, some decisions may be taken by a more senior officer dependent upon the complexity.

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| **ACTIVITY** | **PERMISSION / DECISION GIVEN BY (subject to appropriate consultation with parents and child/young person)** | **PROCEDURE** |
| **CHILDREN LOOKED AFTER** | | |
| **Organised Field Trips / School outings (part of curriculum)**  Procedures:   * [**Holidays and School Trips In and Outside the UK Procedure**](https://calderdalechildcare.proceduresonline.com/p_hols_uk_abroad.html). | Permission to attend;   * Foster Carer / Residential Worker. * See [Delegated Authority](https://calderdalechildcare.proceduresonline.com/files/delegated_auth_pol.pdf)   To inform social worker to record on child care file  Funding;   * Team Manager;   Home Manager (within unit budget). | Record on file |
| **Sporting activities which may carry an element of risk**  Procedures:   * [Activities and Transporting Children.](https://calderdalechildcare.proceduresonline.com/p_activities.html) | * Service Manager .Localities | Record on File |
| **Activity Holidays**  Procedures:   * [**Activities and Transporting Children**](https://calderdalechildcare.proceduresonline.com/p_activities.html). | Specific checks required by Social Worker and authorised by Team Manager |  |
| **Funding for special interests / hobbies / minor increases to holiday allowances** | * Team Manager;   Home Manager. |  |
| **Holidays abroad (children on care orders)**  Procedures:  Accommodated (S20)   * **[Holidays and School Trips In and Outside the UK Procedure](https://calderdalechildcare.proceduresonline.com/p_hols_uk_abroad.html)**. | * Service Manager; * Parent with PR.   Contentious issues;   * Service Manager. |  |
| **ACTIVITY** | **PERMISSION / DECISION GIVEN BY (subject to appropriate consultation with parents and child/young person)** | **PROCEDURE** |
| **Holidays with child's friends / foster carers' friends or family**  Procedures:;   * **[Holidays and School Trips In and Outside the UK Procedure](https://calderdalechildcare.proceduresonline.com/p_hols_uk_abroad.html)**. | * Practice Manager.   Checks to be carried out.  If outside the UK, Service Manager |  |
| **Overnight stays and visits to friends** up to 3 days  Procedures:   * [**Social Visits (Including Overnight Stays with Friends**](https://calderdalechildcare.proceduresonline.com/p_overnight_stays.html)**)**. | * Foster Carer or Residential Worker. * Delegated authority | Note on case record confirming checks that have been made. |
| **Passport (Application Form, Letter)**  Procedures:   * **[Holidays and School Trips In and Outside the UK Procedure.](https://calderdalechildcare.proceduresonline.com/p_hols_uk_abroad.html)** | * Service Manager; |  |
| **Birth Certificate** | Obtaining;   * Social Worker.   Funding;   * Practice Manager. | Note on case record. Copy of application form attached on electronic record. |
| **ACTIVITY** | **PERMISSION / DECISION GIVEN BY (subject to appropriate consultation with parents and child/young person)** | **PROCEDURE** |
| **Membership of religious body e.g. Church / Chapel / Sect** | * Social Worker as part of care plan.   Contentious issues;   * Service Manager. | Record on CLA paperwork |
| **Baptism / Confirmation etc. Care Order**     **S20** | * Practice Manager.   Contentious issues;   * Service Manager; * Parent. | Record on file |
| **Change of school (Care Order)**  Procedures:   * [**Education of Children Looked After**](https://calderdalechildcare.proceduresonline.com/p_prom_edu_lac.html).   **S20** | * Head of Virtual School and Service Manager * Parent. | Record on file |
| **Change of name**  Procedures:   * [**Change of Name of a Child Looked After**](https://calderdalechildcare.proceduresonline.com/p_change_name.html) (Care Order); * S20. | * Service Manager. * Parent. | Record on file |
| **Ear / Body piercing (Care order)**  **S20** | Practice Manager (with parental consent)  Contentious issues:   * Service manager.   Parent    **Note: Tattooing illegal under 18** | Record on file |
| **Marriage of child between 16 and 18 (Care Order)**  Procedures:   * [**Marriage of a Child Looked After**](https://calderdalechildcare.proceduresonline.com/p_marriage.html). | * Assistant Director of Safeguarding and Early Intervention * Parent | Record on file |
| **Employment for Child under 16 (part of care plan) care order** | * Team Manager (in accordance with legislation); * Parent.   **NB: Permission needed from Education Welfare who hold responsibility for monitoring in this area** | Record on file |
| **ACTIVITY** | **PERMISSION / DECISION GIVEN BY (subject to appropriate consultation with parents and child/young person)** | **PROCEDURE** |
| **Publicity - Missing person (Care Order)**  Procedures:   * [Missing from Home or Care.](https://calderdalechildcare.proceduresonline.com/p_missing_home.html) | * Assistant Director/DCS; * Refer to Council Conventions (Addendum file); * Parent. | Record on file, and inform Director and IRO. |
| Permission to Accommodate (Section 20) and initiate legal proceedings ( including outside Gateway) | * 2 x Service Managers . | Placement Authorisation Request |
| Emergency foster placements under Regulation 24  Procedures:   * [Placements with Connected Persons.](https://calderdalechildcare.proceduresonline.com/p_place_con_pers.html) | * Service Manager Sufficiency and Permanence If unavailable another Service manager | Gateway decision |
| **Placement with parents - more than 24 hours**  Procedures:   * [Placement with Parents.](https://calderdalechildcare.proceduresonline.com/p_place_parent.html) | * Service Manager. | PWP-01 |
| **Emergency denial of contact (Care Order)**  Procedures:   * [**Contact with Parents, other Adults and Siblings**](https://calderdalechildcare.proceduresonline.com/p_contact_parents.html). | * Service Manager following advice from Legal Department. | Record on file attaché legal advice |
| **External purchased foster care placement ( if outside Calderdale)** | * Assistant Director. * Out of hours Service manager | CASS record |
| **External residential placement** ( if outside Calderdale)  Procedures: | * Assistant Director. * Director of Children’s Services | CASS record |
| **Decision to apply for variation and revocation of care order** | * Service Manager/.Legal Planning meeting | Case record. |
| **Place for adoption**  Procedures | Recommendation:   * Assistant Director. * Service Manager Sufficiency and Permanence | Adoption Panel recommendation – approved by Agency Decision Maker |
| **ACTIVITY** | **PERMISSION / DECISION GIVEN BY (subject to appropriate consultation with parents and child/young person)** | **PROCEDURE** |
| **Adoption**  Procedures:   * Planning and Making an Adoptive Placement. | Recommendation:  Placement Resources Group Approval/ratification   * Assistant Director   Service manager, Sufficiency and Permanence | Adoption Panel decision- ratified |
| **Application for Child Arrangements Order** | * Service Manager /Legal Planning meeting | Case record |
| **Approval for Child Arrangements Order** | * Service Manager./Legal Planning meeting | Case record |
| **Leaving Care Finance**  Procedures:   * [**Financial Arrangements for Young People Leaving Care who are Living Independently**](https://calderdalechildcare.proceduresonline.com/p_fin_supp_yp.html). | * Service Manager, Sufficiency and Permanence. | Record on file |
| **MEDICAL MATTERS** | | |
| **Medical treatment from GP / immunisations** | Placement Plan must be signed.  Contentious issues:   * Team Manager. | CLA paperwork |
| **Tests for blood borne infectious diseases (e.g. HIV) hereditary and genetic problems** | Seek advice from Legal Department and Medical Advisor   * Service Manager. | Record on file |
| **Emergency consent to surgery / invasive medical treatment / use of anaesthetic - Care Order** | Placement Plan must be signed  If parental consent not given - seek legal advice  Service Manager – if anaesthetic required |  |
| **Non-emergency/planned surgery** | * Foster carer if covered in delegated authority * Service Manager.   Contentious issues:   * Service Manager. | Placement paperwork |
| **Contraception for child under 16 - Care Order** | * Young person if Frazer competent * Practice Manager / Home Manager. If not considered Fraser competent   Contentious issues:   * Service Manager. | Record on file |
| **Consent for termination of pregnancy for child under 16 - Care Order** | * Assistant Director. | Record on file |
| **Dental treatment (without use of general anaesthetic) Care Order S20** | Placement Plan must be signed  If parental consent not given - seek legal advice   * Practice Manager * Home manager |  |
| **ACTIVITY** | **PERMISSION / DECISION GIVEN BY (subject to appropriate consultation with parents and child/young person)** | **PROCEDURE** |
| **CHILD PROTECTION** | | |
| **Chair strategy meeting** | * Practice Manager | [West Yorkshire Consortium Safeguarding and Child Protection Procedures](https://westyorkscb.proceduresonline.com/) |
| **Instigate S.47 Enquiry** | * Practice Manager. | [West Yorkshire Consortium Safeguarding and Child Protection Procedures](https://westyorkscb.proceduresonline.com/) |
| **Suspend S.47 Enquiry**  **NFA S.47 Enquiry** | * Practice Manager. | [West Yorkshire Consortium Safeguarding and Child Protection Procedures](https://westyorkscb.proceduresonline.com/) |
| **Convene IPCC** | * Team Manager. | [West Yorkshire Consortium Safeguarding and Child Protection Procedures](https://westyorkscb.proceduresonline.com/) |
| **FAMILY SUPPORT** | | |
| **Home Care Provision (6 week maximum)** | * Team Manager.   Beyond 6 week limit:   * Service Manager. | Children's Plan |
| **Section 17 (One-off payments)** | * Practice Manager (within delegated budget limit). | Case file record |
| **Regular financial assistance under Section 17** | * Team Manager | Case file record |
| **Private Fostering**  **Approval of Private Fostering following assessment** | Recommendation by Team Manager.  Approval   * Service Manager. | Case file record |
| **CARE PROCEEDINGS** | | |
| **Decision to initiate court proceedings** | * Service Manager chairing Gateway Panel. * If urgent, Service Manager decides and then case taken to next Gateway Panel | Gateway decision on the Child's Electronic Record |
| **Ratification of recommendation to apply for variation and revocation of care order** | * Service Manager/ Legal planning meeting | Case record on the Child's Electronic Record. |
| **Rescind Placement Order** | * Assistant Director |  |
| **Authorising placement in secure accommodation without court authority** | * Assistant Director. | Case record on the Child's Electronic Record. |
| **Application for Secure Order** | * Assistant Director. | Case record on the Child's Electronic Record. |
| **Ratification of final care plan** | * Service Manager. | Case record on the Child's Electronic Record. |
| **Removal of child from Foster placement** | * Service manager with legal advice |  |
| **Complaints**  **Responding to Stage 1**  **Undertake Stage 2 Investigation**  **Adjudicate Stage 2** | * Practice manager * Team manager/Service manager reporting directly to Assistant Director * Assistant Director | See complaints procedure for full details |