Scheme of Delegations

"If in doubt, consult”

"If you don't know ask"

**Responsibility Proposed Role**

**Legal Orders and Accommodating children and young people**

Permission for 72 hour rule to be applied Welfare Secure Assistant Director

Application to Court for a Secure Order Head of Service

Section 20 Head of Service

Application for Emergency Protection Order Head of Service

Initiation of Care Proceedings Head of Service

Emergency placement of child subject to Interim/ full Care Order with family or friends carers (Regulation 38 Placements) Head of Service

Placing child already subject to Interim/ full Care Order under PWP Head of Service

Placement with Parents Regulations Head of Service

Approval for use of agency placements (residential) Head of Service

Approval for use of Agency placements (foster) Head of Service

Approval for Mother and baby placements Head of Service

Approval of prospective adopters/match of child Adoption Panel

**Media and Communication**

Media release on missing child Head of Service

Child on a child protection plan missing - media release Head of Service

Correspondence to and from Members of Parliament. Head of Service

Correspondence to and from Elected Members of the City Council Head of Service

**Child Care Decision Making**

Acceptance of referral Team Manager

Decision to dispense with consent Team Manager

Decision to undertake Children's Social Care Assessment Team Manager

Approval of Children's Social Care Assessment completed Team Manager

Consult with police Team Manager

Commence Section 47 enquiries Team Manager

Decision to convene Child Protection conference Team Manager/IRO

Approve Child's Plan (LAC Care Plan, CP Plan, CIN Plan) Team Manager

Chair child protection conference IRO

Reduction of visiting requirement to child on CP Plan Group Manager

Decision on outcome of police check, i.e. whether the information

relating to any convictions affects decision to place a child GM, with reference to HOS

Transfer or acceptance of case to/from another local authority Team Manager

Case closure Team Manager

Chairing of secure accommodation review Head of Service

Rehabilitation of a child whose name is on Child Protection Plan: Head of Service

1. Accommodated (Sec 20)
2. Subject of Care Order (Placement with Parent Regulations apply) Head of Service

Variation of visiting requirement to child on CP Plan Group Manager

Variation of visiting requirement to Looked After Child Group Manager

Disclosure of convictions to a third party Group Manager

Approval of foster carers and terms of approval. ADM following – panel

 recommendation

Temporary Approval of registration of connected persons to care Agency Decision Maker

For children/young people

Placement move approval Team Manager/consult GM

Approval of Viability Assessments HOS/LGP

Extension of temporary approval in exceptional HOS in consultation GM

Circumstances from 16-24 weeks

Approval of supported lodging Supported Lodgings Panel

Appointment of Foster Panel members Group Manager

Approval of suitability of private foster carers Group Manager

Decision to apply prohibitions or requirements on private foster carers Group Manager

Best Interests decision on Adoption as care plan Adoption Panel Head of Service

Approval of prospective adoptive parents, and match of child/prospective

adoptive family. Head of Service

Adoption Panel recommendation. Group Manager/Chair

Appointment/cessation of members of Adoption Panel Group Manager Adoption

Permanence Panel – ratify at 2nd review Head of Service

Edge of care Panel – service and accommodation Head of Service

Legal gateway Panel - PLO/Proceedings/Accommodation Head of Service

Application of Criminal Compensation Injuries Board Group Manager

Informing other LA child placed/leaving their area Social Worker

Care plans – CIN/CP and CLA (including adoption Team Manager

Best Interest decision – Adoption ADM

**Consent to the Following for Children Subject to Care Orders:**

Marriage Assistant Director

Name Change Assistant Director

Dental Treatment (routine/local anaesthetic) Team Manager

Dental Treatment(general anaesthetic / tooth extraction) Group Manager

Surgical operations major surgery and minor surgery Head of Service

Immunisations Social Worker

Medical Treatment (minor surgery / local anaesthetic) Team Manager

Medical Treatments (major surgery / general anaesthetic) Group Manager/consultHOS

Contraception Team Manager/consult GM

Terminations Head of Service/consult AD

**Emergency Treatment Foster/Resi Carer/EDT**

Testing Children for Blood Borne Viruses i.e. Hepatitis C & B & HIV Head of Service

**Planned treatment/minor/major surgery EDT/consult with above prior or out of Hours on call manager**

Every effort should be made to include/ask parents for consent particularly those who are subject to ICO where appropriate.

Issue of passports Team Manager

Entry to force Assistant Director

Holidays abroad Group Manager

Working abroad Assistant Director

Emigration Head of Service

Burial / cremation of child in Local Authority care. Assistant Director

**Children with Disability – Car Badges**

a. Where criteria met; Team Manager

b. Refusal to issue badge or withdrawal of badge; Group Manager

c. Consideration of appeal against refusal to issue badge

 or withdrawal of badge Social Worker

**Financial**

Section 17 payments – one off below £100 Team Manager

Assistance with Legal Fees including CAO Head of Service

Giving of rent and damage guarantees or bonds:

a up to £650 Group Manager

b in excess of £650 Head of Service

Special Guardian Payments in accordance with policy Group Manager

Day care nursery costs Team Manager up to 5 sessions over 5 sessions GM

Hone care provision (including skips) SW one off up to 4 hours

 TM over 4 hours

 GM ongoing commitment

Payments for food/holiday/outings TM up to £100 and then GM

Payments for bus fares to travel to contact TM

**Looked After Children Payments**

Day Care / Nursery Placements costs Team Manager

Independent assessments Group Manager

Payments to enable Persons who Pose a Risk to Children Group Manager

to reside outside the family home

Use of agency placement (fostering or residential) Head of Service

to accommodate child

payment of setting up home cost Team Manager up to £300, GM up to £1,500,

HOS over £1,500

Adoption Support payments HOS and ADM

Payment of legal expenses in contested adoption cases GM up to £650 HOS above £650

Settling in grant or allowance under S 23 of Children Act

 to child placed for adoption. Team Manager

Referral to BAAF / Be my Parent and Inter Agency Adoption fees. Team Manager

**Fostering Allowances**

a. Payment at basic scale rates; Fostering TM

b. Cost of educational outings; Fostering TM

c. Clothing; Fostering TM

d. Assistance with travel costs; Fostering TM

e. Payments in relation to Leaving Care arrangements; GM

f. Assistance with property conversions / re-housing; HOS

g. Assistance with setting up costs; TM upto £300

 GM upto £1000 and then

 HOS

h. Provision of lease vehicle to foster carers; HOS

i. Assistance with Domestic Help. Fostering Manager

**Extraordinary Foster Care Allowances within approved budgets**

a. Holiday and birthday allowances; Fostering TM

b. Christmas (or other religious festivals) allowances; Fostering TM

c. School holidays and excursions; Fostering TM

d. Tuition and special activity fees; Fostering TM

e. Personal items; Fostering TM

f. Mileage costs; Fostering TM

g. Emergency payment. Fostering TM

**Leaving Care**

a. Incentive payments for participation in education or training; Team Manager

b. University or further education payments; Team Manager

up to £300, GM up to

c. Accommodation costs; £650 and over £650 HOS

d. Approval for use of Bed and Breakfast; as above

e. Setting up home costs; as above

f. Family contact costs; as above

g. Emergency payments; as above

h. Holidays; as above

i. Equipment for education, training or employment; as above

j. Birthdays and significant events; Team Manager

k. Health needs; Team Manager

n. Procurement of external agency placement (fostering, Complex Needs

and residential) Panel

**Short Breaks Payments**  Team Manager