



**WOKINGHAM
BOROUGH COUNCIL**

Children's Social Care Scheme of Delegation

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Version	Date	Description
Version 1	May 2019	Previous document last updated in May 2019.
Version 2	July 2020	Names and contact details updated throughout.

Children's Services (Social Care) – Practice Accountabilities

*This document sets out the **minimum level** at which decisions should be taken.*

Decisions in respect of children who are the subject of Court Proceedings (Civil or Criminal) are not delegated within the department as they remain within the jurisdiction of the Court. Children on a Care Order are those who are on a Care Order to Wokingham Borough Council.

	Accountabilities	Responsible Officer	Procedure Ref.	Financial Ceiling
1.1	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 and Permanence Panel).	Post title: Assistant Director Children's Social Care and Early Help	5.2 Adoption and Permanence Services	
1.2	Agency Decision Maker (Fostering) The Agency Decision Maker who makes decisions on fostering matters (on the basis of recommendations of the Fostering and Permanence Panel).	Post title: Assistant Director Children's Social Care and Early Help	5.1 Fostering Services	

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	Accountabilities	Responsible Officer	Procedure Ref.	Financial Ceiling
1.3	Designated Manager (Adoption and Permanence Panel Appointments) The manager who can authorise appointments to the Central List of Adoption and Permanence Panel members.	Post title: Service Manager Corporate Parenting	5.2.2 Adoption Panel	
1.4	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.	Post title: Manager for Adoption Support	5.2.4 Adoption Support	
1.5	Designated Manager (Care Plans) The manager who can authorise the final Care Plan to be taken before the Court within Care Proceedings.	Post title: Service Manager Corporate Parenting Service Manager Children's Safeguarding	1.5 Legal Proceedings	

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1.6	Designated Manager (Care Proceedings) The manager who can authorise the initiating of Care Proceedings.	Post title: Service Manager Corporate Parenting Service Manager Children's Safeguarding	1.5.2 Care and Supervision Proceedings and the Public Law Outline	
1.7	Designated Manager (Change of Name) The manager who can authorise the Change of Name of a Child Looked After.	Post title: Director of Children's Services	4.7.1 Change of Name of a Child in Care	
1.8	Designated Manager (Contact with Parents) The manager who can authorise the suspension or termination of contact between a Child Looked After 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).	Post title: Service Manager Corporate Parenting Service Manager Children's Safeguarding	4.4.1 Contact with Parents/Adults and Siblings 1.5.1 Applications for Emergency Protection Orders	

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1.9	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.	Post title: Director of Children's Services	1.7.1 Death or Serious Injury to a Child (Looked After and Child in Need)	
1.10	Designated Manager (Decision to Look After) The manager who can authorise a child becoming Looked After.	Post title: Service Manager Corporate Parenting Service Manager Children's Safeguarding	4.1.2 Decision to Look After and Care Planning	
1.11	Designated Manager (Emergency Protection Orders) The manager who can authorise an application for an Emergency Protection Order.	Post title: Service Manager Corporate Parenting Service Manager Children's Safeguarding	1.5.1 Applications for Emergency Protection Orders	
1.12	Designated Manager (Emigration) The manager who can authorise the placement of a Child Looked After outside England and Wales.	Post title: Director of Children's Services	4.2.7 Placements Outside England and Wales	

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1.13	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.	Post title: Assistant Director Children's Social Care and Early Help	5.1.4 Exemptions and Extensions/Variations to Foster Carer Approval	
1.14	Designated Manager (External Placements) The manager who can authorise placements of Children Looked After with external providers of residential care or foster carers from an independent fostering agency.	Post title: Service Manager Corporate Parenting	5.1.3 Assessment and Approvals of Foster Carers	
1.15	Designated Manager (Fostering and Permanence Panel Appointments) The manager who can authorise appointments to the Central List of Fostering and Permanence Panel members	Post title: Service Manager Corporate Parenting	5.1.1 Fostering Panel	

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1.16	Designated Manager (Leaving Care) The manager who can approve a Pathway Plan.	Post title: Team Manager, Children in Care	4.8.1 Leaving Care and Transition	
1.17	Designated Manager (Marriage) The manager who can authorise the Marriage of a Child Looked After.	Post title: Director of Children's Services	4.7.2 Marriage of a Child in Care	
1.18	Designated Manager (Notifications) Where a Child Looked After from another local authority has been placed in the area, the manager to whom the notification should be sent.	Post title: Service Manager, Quality Assurance and Safeguarding	4.2.9 Notifications from Other Local Authorities/Placement Providers	
1.19	Designated Manager (Passports) The manager who can authorise a passport application for a Child Looked After.	Post title: Service Manager Corporate Parenting Service Manager Children's Safeguarding	4.5.2 Holidays and School Trips In and Outside the UK <i>Guidance notes for Local Authorities Children's Services Department when</i>	

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			<i>applying for passports on behalf of Children (May 2020)</i>	
1.20	Designated Manager (Placement Orders) The manager who can authorise an application for a Placement Order.	Post title: Assistant Director Children's Social Care and Early Help.	4.2 Placements	
1.21	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.	Post title: Service Manager, Quality Assurance and Safeguarding	3.5.2 Private Fostering	
1.22	Designated Manager (Secure Accommodation) The manager who can authorise: A placement of a Child Looked After in secure accommodation	Post title: Director of Children's Services	4.2.5 Placements in Secure Accommodation on Welfare Grounds	

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	<p>for up to 72 hours without a Secure Accommodation Order; and/or</p> <p>An application for a Secure Accommodation Order; and/or</p> <p>A child's continued secure placement on the recommendation of the Secure Accommodation Review Panel; and/or</p> <p>Applications to renewal Secure Accommodation Orders on the recommendation of the Secure Accommodation Review Panel.</p>			
1.23	<p>Designated Manager (Special Guardianship)</p> <p>The manager who can authorise Special Guardianship as the permanence plan for a Child Looked After.</p>	<p>Post title:</p> <p>Service Manager Corporate Parenting</p>	<p>4.1.4 Permanence Planning Guidance</p> <p>5.3 Special Guardianship</p>	
1.24	<p>Designated Manager (Special Guardianship Support)</p>	<p>Post title:</p>	<p>5.3 Special Guardianship</p>	

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	The manager who can authorise the level of special guardianship support to be provided, including financial support to special guardians.	Service Manager Corporate Parenting		
1.25	Nominated Officer (Disruption of Education) The manager who can authorise the change of placement affecting a Child Looked After in Key Stage 4.	Post title: Service Manager Corporate Parenting Head of Virtual School	4.1.5 Placement Planning and Disruption Meetings 4.5.1 Education of Children in Care and Previously Looked After Children	
1.26	Nominated Officer (Fostering for Adoption) The person who can authorise Fostering for Adoption.	Post title: Service Manager Corporate Parenting Service Manager Children's Safeguarding	5.2.16 Fostering for Adoption, Concurrent Planning and Temporary Approval as Foster Carers of Approved Prospective Adopters	
1.27	Nominated Officer (Out of Area Placements) The manager who can authorise the placement of a Child Looked	Post title: Assistant Director Children's Social Care and Early Help.	4.2.6 Out of Area Placements	

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	After outside the area of the local authority.			
1.28	<p>Nominated Officer (Immediate Placement of a Child Looked After with Connected Person)</p> <p>The manager who can authorise the placement of a Child Looked After with a family or friend ('Connected Person') who is not already approved as a foster carer.</p>	<p>Post title:</p> <p>Assistant Director Children's Social Care and Early Help.</p>	4.2.2 Placements with Connected Persons	
1.29	<p>Nominated Officer (Placement of a Child Looked After subject to Care Order or Interim Care Order with Parents)</p> <p>The manager who can authorise the placement of a Child Looked After with a parent, person with Parental Responsibility or person who held a Residence Order/Child Arrangements Order specifying with whom the</p>	<p>Post title:</p> <p>Assistant Director Children's Social Care and Early Help.</p>	4.2.1 Placements with Parents	

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	child was to reside immediately before the Care Order.			