

Table of Decision Making/Makers

Note:- this document is currently being revised

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1. Decision Making in General Casework

1. **Decision to allocate/close a case**
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12. **To chair an Initial/additional Legal Planning Meeting**
13. **To approve the minutes of a Legal Planning Meeting**
14. **Report a Serious Incident/death of a child to the Director and Assistant Director of Safeguarding**

15. **Notify DfE of serious incident/death of a child**
16. **Refer case to the Serious Case Review Panel**
17. **Report an incident to the Director that may attract media interest**
18. **Notification of placement by other local authorities**

Decision	Decision Maker				Planning Forum
	Head of Service	Service Manager	Team Manager	Other/Comment	
Decision to allocate/close a case			X		Discussion/ Supervision with the social worker
Decisions regarding the timeliness of a Child and Family Assessment			X		Discussion/ Supervision with the social worker
Decision to 'sign off' a Child and Family Assessment			X		Assessment Process/Supervision/Discussion with the social worker

Decision to initiate S47 Enquiries			X		Outcome of enquiries/Assessment Discussion/ Supervision with the social worker (includes CDT TM)
Approve and ‘sign off’ a Section 47 Enquiry			X		Record of Outcome of Section 47 Enquiries
Decision to proceed to Initial Child Protection Case Conference		X			Commencement of a S47 process. Discussion/ Supervision with the social worker
Approve minutes of a Child Protection Conference				X CPC	Child Protection Case Conference
To Convene a Family Group Conference			X	X IRO X CPC	Statutory Review Child Protection Conference Legal Planning Meeting
To agree to initiate the PLO		X		X IRO X	Statutory Review Child Protection Conference Legal Planning Meeting

				CPC	
To terminate the PLO		X			Legal Planning Meeting
To agree to send the Letter Before Proceedings		X		X IRO X CPC	Statutory Review Child Protection Conference Legal Planning Meeting
To chair an Initial/additional Legal Planning Meeting		X			Discussion with TM Child Protection Investigation/S47 Child Protection Conference Statutory Review
To approve the minutes of a Legal Planning Meeting		X			Legal Planning Meeting
Report a Serious Incident/death of a child to the Director and Assistant Director of Safeguarding	X	X			Strategy Discussion Briefing from TM

Notify DfE of serious incident/death of a child				X Assistant Director of Safeguarding	Strategy Discussion
Refer case to the Serious Case Review Panel				X Director X Assistant Director of Safeguarding	Briefing by the Head of Service for Children & Young People's Social Care to the Head of Safeguarding
Report an incident to the Director that may attract media interest				X Assistant Director of Safeguarding	Briefing by the Head of Safeguarding
Receive notifications of placements by other local authorities				X Independent Review Unit	

2. Cases involving Accommodation of Children, Court Orders and Placements

1. **To agree to accommodate a child aged 13 years or less under S20**
2. **To agree to accommodate a child aged 13 years or more under S20**
3. **To apply for an Emergency Protection Order**
4. **To apply for an Interim Care Order**
5. **To apply for a Supervision Order or Care Order**
6. **To apply for a Placement Order**
7. **To apply for a Child Assessment Order**
8. **To apply for a Recovery Order**
9. **To seek variation/ extension of a Supervision or Care Order**
10. **To use Secure Accommodation without an Order (max 72 hours)**
11. **To apply for a Secure Accommodation Order**
12. **To seek discharge of a Supervision or Care Order**
13. **To approve a Final Care Plan under S31**
14. **To agree the commission of an independent social work assessment**

15. **To agree the use of a residential placement**
16. **To agree the placement of a child in care with a parent**
17. **To agree the use of a Parent and Child/Mother and Baby Residential Assessment**
18. **Nominated Officer: Out of Area Placement**
19. **To agree a placement which exceeds £900 per week**
20. **Designated Manager: Looked After Child Reviews**
21. **To agree that Special Guardianship should be the plan for a looked after child**
22. **To agree ongoing financial support in applications Special Guardianship/Residence order, or adoption**
23. **To agree ongoing financial support following an annual review of an adoption, Special Guardianship or Residence order allowance**
24. **To agree to cease accommodating a looked after child and return a Child or Young Person Back to their Birth Family**
25. **To agree to return a young person aged 16 or 17 years old and accommodated under section 20 back to their birth family**
26. **Disruption of Education: Change of placement during Key Stage 4**

Decision	Decision Maker				Planning Forum
	Head of Service	Service Manager	Team Manager	Other/Comment	
To agree to accommodate a child aged 13 years or less under S20		X			Discussion with: TM Child Protection Conference/Strategy Meeting/Police Protection Decision by Access to Resources Panel or Assistant Area Director in an Emergency
To agree to accommodate a child aged 13 years or more under S20	X				Discussion with: TM Child Protection Conference/Strategy Meeting/Police Protection Decision by Access to Resources Panel or Head of Service in an Emergency

To apply for an Emergency Protection Order		X			Discussion with the TM Legal Planning Meeting Strategy Meeting Child subject of Police Protection
To apply for an Interim Care Order		X		X IRO	Discussion with the TM Legal Planning Meeting Strategy Meeting Child subject to Police Protection Statutory Review Head of Service in an Emergency confirmation of accommodation at Access to Resources Panel
To apply for a Supervision Order or Care Order		X		X CPC	Discussion with the TM Discussion at a Child Protection Conference Legal Planning Meeting
To apply for a Placement Order		X			Discussion with the TM Legal Planning Meeting
To apply for a Child Assessment Order		X			Discussion with the TM Discussion at a Child Protection

					Conference Legal Planning Meeting
To apply for a Recovery Order		X		X IRO	Discussion with the TM Statutory Review Legal Planning Meeting
To seek variation/ extension of a Supervision or Care Order				X IRO X CPC	Discussion with the TM Discussion with the Child Protection Chair/IRO Legal Planning Meeting
To use Secure Accommodation without an Order (max 72 hours)				X Director/Chief Officer X Director of YOS	Briefing from the Head of Service Children and Young People's Social Care Statutory Review/Discussion with the IRO Legal Planning Meeting
To apply for a Secure Accommodation Order				X Director/Chief Officer X Director of YOS	Briefing by the Area Assistant Director Statutory Review/Discussion with the IRO Legal Planning Meeting

To seek discharge of a Supervision or Care Order		X			Discussion with the TM Statutory Review/Discussion with the IRO Legal Planning Meeting
To approve a Final Care Plan under S31		X		X IRO	Discussion with the TM Statutory Review Discussion with the Guardian/ Legal Planning Meeting Issues Resolution Hearing
To agree the commission of an independent social work assessment		X			Legal Planning Meeting/FGC/CPC Authorisation of funding to be agreed at Access to Resources Panel
To agree the use of a residential placement		x		X	Legal Planning Meeting/Panel Authorisation of funding to be agreed at Access to Resources Panel/ looked after review
To agree the placement of a child in care with a parent		X			Discussion with the TM Statutory Review

To agree the use of a Parent and Child/Mother and Baby Residential Assessment	X	X		X	Legal Planning Meeting Public Law Outline as assessment is required for Pre Proceedings phase Authorisation of funding to be agreed at Access to Resources Panel
Nominated Officer: Out of Area Placement		X		X Chief Officer if placement is “at a distance”	Discussion with the TM Statutory Review
To agree a placement which exceeds £900 per week				X Director	Briefing from Area Assistant Director. Legal Planning Meeting. Discussion with IRO/Statutory Review/ Discussion with CPC /Child Protection Conference Authorisation of funding to be agreed at Access to Recourses Panel or Assistant Area Director in an Emergency

Designated Manager: Looked After Child Reviews Ratifies review recommendations		X		Team Manager	Statutory Review
To agree that Special Guardianship should be the plan for a looked after child		X			Statutory Review
To agree ongoing financial support in applications Special Guardianship/Residence order, or adoption	X				Authorisation of funding to be agreed at Access to Resources Panel or Head of Service in an Emergency Discussion with IRO/Statutory Review Completion paperwork by CSW Follow Staying Put Protocols in relevant cases
To agree ongoing financial support following an annual review of an adoption,	X Head of Children in Care and				Administrative officer for Adoption/Special Guardianship financial support to conduct review with finance, and brief Head of

Special Guardianship or Residence order allowance	Placement Resources				Children in Care and Placement Resources.
To agree to cease accommodating a looked after child and return a Child or Young Person Back to their Birth Family		X		Where child has been looked after for more than 20 working days	Discussion with the TM Statutory Review
To agree to cease accommodating a young person aged 16 or 17 years old and accommodated under section 20.	X			X Chief Officer	Discussion with the TM Statutory Review
Nominated Officer: Disruption of Education – to agree a change of placement affecting a looked after child in Key Stage 4		X			Discussion with the TM Statutory Review

3. Decision Making in Relation to Fostering

- 1. Agency Decision Maker (Fostering)**
- 2. To agree fostering panel appointments**
- 3. To agree the suspension of fostering approval**
- 4. To recommend the termination of fostering approval**
- 5. To agree the termination of fostering approval**
- 6. To approve connected persons as temporary foster carers under Regulation 24 of the Care Planning, Placement and Case Review (England) Regulations 2010**
- 7. To grant a temporary exemption to the usual fostering limit**
- 8. To agree placement of a looked after child with an independent fostering agency**

Decision	Decision Maker				Planning Forum
	Head of Service	Service Manager	Team Manager	Other/Comment	
Agency Decision Maker (Fostering)	X Head of Service for Children in Care and Provider Services				
To agree fostering panel appointments		X Fostering Manager			
To agree the suspension of fostering approval		X Fostering Manager / Service Manager Children in Care		X Fostering Panel Decision Maker	In cases of S47 consultation with LADO Notification to Head of Service

To recommend the termination of fostering approval	X	X Fostering Manager / Service Manager Children in Care		X Fostering Panel	<p>The Fostering Panel makes the recommendation to the decision maker.</p> <p>If the decision maker decides not to approve the carer can apply to the Independent Review Mechanism or request that the Panel reconsider.</p> <p>Following the above, the decision maker who may be the Head of Corporate Parenting or the County Manager for fostering makes the final decision</p>
To agree the termination of fostering approval	X	X Fostering Manager / Service Manager Children in Care		X Fostering Panel	<p>If the decision maker decides to terminate fostering approval the carer can apply to the Independent Review Mechanism or request that the Panel reconsider.</p> <p>Following the above, the decision maker who may be the Head of Corporate Parenting or the County</p>

					Manager for fostering makes the final decision
To approve connected persons as temporary foster carers under Regulation 24 of the Care Planning, Placement and Case Review (England) Regulations 2010	X			X IRO	Panel/Statutory Review/Family Group Conference/Child Protection Conference
To grant a temporary exemption to the usual fostering limit		X Fostering Manager		X	Written permission sought by Social Worker
To agree placement of a looked after child with an independent fostering agency		X Fostering Manager			

4. Decisions Relating to Children in Other Specific Contexts

- 1. To terminate placement of a young person from a children's home**
- 2. To approve a temporary placement**
- 3. To agree a planned placement change for a young person in Years 10 or 11**
- 4. To permit child or young person looked after to leave UK for holiday of up to 1 month**
- 5. To consent to a child in care changing his/her name**
- 6. To consent to planned surgery, child with life threatening conditions, sensitive medical treatment or invasive health screening (e.g. blood tests) - for child or young person on a Care Order (NB Fraser Competent implications)**
- 7. To agree to religious custom or ritual requiring parental consent (e.g. baptism) - child or young person on Care Order**
- 8. To sign passport application (child subject to a Care Order)**
- 9. To support/not support a foster carer's application for Residence/Special Guardianship Order/Adoption Order**
- 10. To support child's application for British citizenship (child looked after)**
- 11. To seek publicity in respect of a search for missing children**

12. **To agree to the marriage of a child aged 16 to 18 subject of a Care Order**
13. **To decide on services to be provided to a Former Looked After Child in Custody**
14. **To approve plans for financial support of care leavers**
15. **To decide if a private fostering arrangement is satisfactory**
16. **To make decisions on prohibitions on private fostering**
17. **To agree a condition on a private fostering arrangement**

Decision	Decision Maker				Planning Forum
	Head of Service	Service Manager	Team Manager	Other/Comment	
To terminate placement of a young person from a children's home		X		X IRO	Discussion with IRO/ Statutory Review. Relevant Social Work Manager must be consulted, and inform Placement Support Service/ Access to Resources Panel
To approve a temporary placement	X			X IRO	Discussion with IRO/ Statutory Review Assistant Area Director in an

					Emergency Authorisation of funding to be agreed at Access to Recourses Panel / Children in Care placement panel
To agree a planned placement change for a young person in Years 10 or 11	X			X IRO	Discussion with Statutory Review Head of Service in an Emergency Authorisation of funding to be agreed at Access to Resources Panel
To permit child or young person looked after to leave UK for holiday of up to 1 month		X		X Chief Officer	Agreed with IRO or at Statutory Review Parents' views should be obtained even when KCC have PR. (If S20 only parents can give actual consent) Discussion with the Child's Guardian if Supervision/Interim Care Order in place.
To consent to a child in care changing his/her name				Chief Officer for Children's Services	Statutory Review

To consent to planned surgery, child with life threatening conditions, sensitive medical treatment or invasive health screening (e.g. blood tests) - for child or young person on a Care Order (NB Fraser Competent implications)	To be consulted as appropriate	X		X IRO to be informed as appropriate Chief Officer	Children Looked After Nurse or Doctor to be consulted. Discussion with IRO and decision fed back to Statutory Review as appropriate. Consultation with parents where appropriate.
To agree to religious custom or ritual requiring parental consent (e.g. baptism) - child or young person on Care Order	To be consulted as appropriate	X		X IRO to be consulted as appropriate	Discussion with IRO and decision fed back to Statutory Review. Consultation with parents where appropriate.

To sign passport application (child subject to a Care Order)	To be consulted as appropriate	X		X IRO to be consulted as appropriate	Discussion with IRO and decision fed back to Statutory Review
To support/not support a foster carer's application for Residence/Special Guardianship Order/Adoption Order	X			X IRO Adoption Panel Members	Statutory Review Adoption Panel
To support child's application for British citizenship (child looked after)		X		X IRO	Discussion with IRO/decision fed back to Statutory Review
To seek publicity in respect of a search for missing children	X			X Director /Chief Officer	Director and Cabinet Member are informed in accordance with separate protocol Discussion with IRO/Children's Guardian where applicable

To agree to the marriage of a child aged 16 to 18 subject of a Care Order	X			X Director X IRO to be consulted as appropriate	Consultation with parents where appropriate.
To make decisions regarding services to be provided to a Former Looked After Child in Custody		X			Social worker submits assessment report and recommendations
To approve plans for financial support of care leavers		X			Discussion with TM
Children and Private Fostering					
To decide if a private fostering arrangement is satisfactory		X Head of Service			FGC/CPC/Statutory Review

To make decisions on prohibitions on private fostering		X Head of Service			Discussion with TM
To agree a condition on a private fostering arrangement		X Head of Service			Discussion with T

5. Decision Making in Relation to Adoption

- 1. Agency Decision Maker (Adoption)**
- 2. To agree adoption panel appointments**
- 3. To agree that a child should be placed for adoption where the matter is before the court or there is no parent to consent**
- 4. To ratify the recommendation of the Adoption Panel in relation to whether a child should be placed for adoption**
- 5. To ratify the recommendation of the Adoption Panel in relation to whether individuals should be approved as adoptive carers**
- 6. To ratify the recommendation of the Adoption Panel in relation to whether adoptive carers should be matched with a child**
- 7. To approve an adoption support plan**
- 8. Nominated Officer (Fostering for Adoption)**

Decision	Decision Maker				Planning Forum
	Head of Service	Service Manager	Team Manager	Other/Comment	
Agency Decision Maker (Adoption)				X Chief Officer for Children's Services	
To agree adoption panel appointments		X Adoption Manager			
To agree that a child should be placed for adoption where the matter is before the court or there is no parent to consent	X				Statutory Review
To ratify the recommendation of the Adoption Panel	X			X Agency Decision Maker	IRO/Statutory Review Decision must consider recommendations of Adoption Panel

in relation to whether a child should be placed for adoption					
To ratify the recommendation of the Adoption Panel in relation to whether individuals should be approved as adoptive carers	X			X Agency Decision Maker	IRO/Statutory Review Decision must consider recommendations of Adoption Panel
To ratify the recommendation of the Adoption Panel in relation to whether adoptive carers should be matched with a child	X			X Agency Decision Maker	IRO/Statutory Review Decision must consider recommendations of Adoption Panel
To approve an adoption support plan		X Adoption Manager			

**Nominated Officer
(Fostering for
Adoption)**

X
Head of
Service for
Fostering
and
Adoption

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6. Decision Making in Relation to Supported Lodgings

1. Approval of Supported Lodging Provider
2. Approval for enhanced Payment to Supportive Lodging Provider

Decision	Decision Maker				Planning Forum
	Head of Service	Service Manager	Team Manager	Other/Comment	
Approval of Supported Lodging Provider				X Fostering Panel decision maker	
Approval for enhanced Payment to Supported Lodging Provider		X			Head of Service in an Emergency Authorisation of funding to be agreed at Access to Resources Panel