



Scheme of Delegation

Bradford Children and Families Trust

Introduction

This Scheme of delegation is concerned with professional decision making for children and young people in need of safeguarding and children who are looked after by Bradford Children and Families Trust.

The delegation from the Chief Executive is the Executive Director, Social Care and Practice, who in turn delegates decision making where appropriate to Heads of Service, Service Managers and Team Managers.

Date completed	By whom	Distribution	Date for review
Updated July 2023	Amandip Johal Assistant Director	By email to all in Children's Services	July 2024

Legal Decisions	
Decision	Delegated to
Emergency Accommodation of a child following: Police Protection, or as a result of an Emergency Protection Order, or remand into care, or the accommodation of a child with no one with parental responsibility and no one to care for them	Head of Service
Planned accommodation under Section 20 Children Act 1989	Head of Service at Legal Gateway Panel
Unplanned Section 20 Accommodation	Head of Service
Application for an Emergency Protection Order	Head of Service
Application for a Child Assessment Order	Head of Service
Initiating Care Proceedings	Head of Service at Legal Gateway Panel unless it is an urgent situation.
Decision to revoke a Care Order	Head of Service at Legal Gateway Panel
Decision to apply for Secure Accommodation	Executive Director, Social Care and Practice (must have Secretary of State's agreement if the child is under 13 years old)
Decision to use Secure Accommodation without the authorisation of a court (up to 72 hours in aggregate over a 28 day period)	Executive Director, Social Care and Practice (must have Secretary of State's agreement if the child is under 13 years old)
Decision to end period in Secure Accommodation whilst Court Order is in place	Head of Service
Decision to place a child on a Care Order at home with parents or person with parental responsibility	Head of Service (aligned to LCS approval protocol)
Recommendation to the Court to terminate contact of child with someone who has parental responsibility for them	Head of Service
Instructions for private surveillance	Advice from Council's RIPA solicitor followed by Director of Practice approval for instruction to legal. If approved council's RIPA

	solicitor to make application to Magistrate
Decision regarding Emergency Deprivation of Liberty	Head of Service
Children in Need and Safeguarding	
Decision	Delegated to
Decision to hold Strategy Meeting	Team Manager
Initiate Section 47 Child Protection Enquiries	Team Manager
Conclude Section 47 Enquiries	Team Manager
Decision to convene an Initial Child Protection Conference	Team Manager
Decision to hold a Child Protection Conference out of timescales	Service Manager
Chair of Complex Strategy Meetings	Service Manager
Consent decisions relation to children in care (the views of the child, parent, carer and IRO must always be considered in making consent decisions)	
Decision	Delegated to
Authorisation to place outside the Bradford District	Assistant Director
Sign passport as person with parental responsibility	Service Manager
Consent to holidays or trips aboard in school holidays lasting under a month	Head of Service
Consent for a child who is subject to a Care Order to leave the jurisdiction of the Court for more than a month	Executive Director, Social Care and Practice and everyone with parental responsibility or approval of the court
Consent to seek agreement for a child who is subject to an Interim Care Order or the subject Court Proceedings on no order to leave the jurisdiction of the Court	Everyone with parental responsibility. Specific court approval is not required if it is for less than one month but whilst in proceedings, the matter should be raised with the parties and the court, particularly if it affects family time arrangements.

Consent to support a young person on a Care Order changing their name	Head of Service
Consent to join the Armed Forces	Head of Service
Consent for 16- or 17-year-old on a Care Order to live independently	Head of Service
Authorisation to cease being looked after for children (aged 0-15 who have been in care over 20 days) who are going home or going to live with family or friends	Head of Service
Authorisation of the support plan where a child is to cease being looked after for children (aged 0-15 who have been in care over 20 days) who are subject to special guardianship or child arrangement orders	Head of Service
Authorisation to cease being looked after for young people aged 16 and 17 from section 20	Executive Director, Social Care and Practice
Authorisation for young person to continue to be accommodated after their 18 th birthday when in residential provision	Head of Service
Authorisation for young person to remain in an extended foster placement after their 18 th birthday	Head of Service
Consent to routine or planned health assessments and treatment for children in care where the Local Authority has parental responsibility	Delegated to foster carer or children's home as part of Placement Plan
Consent to common health remedies including non-prescription drugs such as ibuprofen and paracetamol for children in care where the Local Authority has parental responsibility	Delegated to foster carer or children's home as part of Placement Plan
Consent to health treatments including general anaesthetic for a child in care where the parent is in disagreement	Head of Service (Notify Executive Director, Social Care and Practice)
Consent to health assessments, treatment or other interventions including general anaesthetic for a child accommodated under section 20	Parent or other person with parental responsibility - reasonable effort to secure their agreement is required however the interests of the child are paramount In urgent cases seek legal advice if consent is unreasonably withheld.

	If the child is competent, their consent will be sought by health professionals
Consent to medical interventions to deal with life threatening situations	Executive Director, Social Care and Practice
Where there is a high risk associated with medical treatment or procedure and this is a planned intervention	Head of Service
Consent to medical interventions to deal with life threatening situations or where there is a high risk associated with the treatment or procedure where the parent or other persons with parental responsibility oppose the intervention	Executive Director, Social Care and Practice
Acting as a parent for children subject to Care Orders for the purposes of sectioning under the Mental Health Act 1983 & 2007	Head of Service
Engagement in potentially hazardous leisure or sports activity	Head of Service
Decisions about staying with friends overnight	Team Manager
Decisions about family time arrangements	Team manager in consultation with IRO or Delegated to foster carer or children's home as part of Placement Plan
Decisions about looked after children under 16 subject to a Care Order having non-intimate body piercing	Team Manager
Agreement that long term fostering is the plan for the child	Service Manager
Agreement that foster placements are permanent for children in care	Fostering Service Manager
Decision to consent to children in care photographs being used in external publications	Service Manager
Decision re. DBS disclosure on Family and Friends, Foster Care and SGO carers	Service Manager
Consent to use publicity for child missing from care	Head of Service

Fostering and Adoption Agency Decisions	
Decision	Delegated to
Fostering Agency Decision Maker	Independent Person
Approval of new Foster Carers	Fostering ADM
Approval of Foster Carers following first annual review	Fostering ADM
Continued approval of foster carers following subsequent reviews (unless referred to Fostering Panel)	Fostering ADM
Authorise emergency placements out of the foster carers terms of approval	Temporary changes of approval for up to 3 children - Fostering ADM Exemptions for more than 3 children – Head of Service, Safeguarding and Reviewing
Permanent change of approval	ADM with oversight of the Fostering Service
Temporary change of approval	Team Manager and ADM
Temporary Approval of Foster Carers (Reg 24)	Locality Head of Service (Head of Service for provider services and SM for Fostering to be informed)
Approving adopters as Foster to Adopt carers	ADM Adoption
Termination of Foster Carers Approval	ADM Fostering
Adoption Agency Decision Maker	Assistant Director
Approval of new Adopters	One Adoption West Yorkshire ADM under delegated authority within the regional consortium arrangements
Approval of the plan for a child to be adopted	ADM Adoption
Approval of a match between a child and adopters	ADM Adoption
Revocation of the plan for a child to be adopted	ADM Adoption
Decision to pay an adoption allowance	ADM Adoption
Review of adopters approval	ADM OAWY

Revocation of adopters approval	ADM OAWY
Placement Decisions	
Decision	Delegated to
Agreement to place with Independent Children's Home	Assistant Director
Agreement to place with Independent Fostering Agency	Head of Service
Independent Parent and Child Assessment Placement	Assistant Director
Specialist Leaving Care Accommodation	Head of Service
B and B / Emergency Accommodation	Assistant Director
Authorisation on placement in unregistered setting – under 16	Executive Director, Social Care and Practice
Authorisation on placement in unregulated setting – 16- and 17-year-olds	Assistant Director