**CHILDREN’S SERVICES SCHEME OF DELEGATION**

**MAY 2024**

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1. **Application and Scope**
   1. This document sets out the authority required to undertake statutory responsibilities, case management decisions and expenditure in relation to children and families receiving Children’s Services. All holders of managerial posts referred to are required to read this document and confirm in a recorded supervision that they have read and understood the document, and always have access to it.
   2. Its purpose is to provide consistency in the level and authority at which management decisions are taken throughout Children’s Services. All decisions required Out of Hours are delegated to the identical managerial levels within the Out of Hours Team and ‘on call’ rota for Service Managers and above. Due to the governance and funding arrangements within the Youth Justice System, decision making lies with the relevant Head of Service, Director or Youth Justice Board, and is not included within this document.
   3. In each case, the posts designated represent the *minimum level* at which the decision can be taken (i.e. a manager more senior than the post holder listed is also authorised to take this decision subject to them being in the same specialist management area). It does not imply, however, that decisions are taken in isolation and without consultation. Staff at all levels are expected to use their professional judgment to determine when to consult and take advice from more senior managers, and subject matter experts in BCP’s support services including Legal Services, Commissioning, Finance and HR.
   4. The scheme of delegation focuses on the decisions in statute that must be undertaken and who is accountable for those decisions. It should be remembered that the law requires consultation to occur with parents and those with parental responsibility, and young people in most contexts, unless there is a very good reason why this cannot occur.
   5. This document does not contain detailed guidance regarding processes and timescales for decision making and actions being undertaken. It is important that this document is understood within the context of:

* BCP’s Children’s Services policies and procedures
* All relevant legislation, codes of practice and statutory guidance
* BCP’s [Corporate Schedule of Financial Delegations](https://bcpcouncil.sharepoint.com/sites/Finance/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FFinance%2FShared%20Documents%2FFinancial%20Regulations%2Epdf&parent=%2Fsites%2FFinance%2FShared%20Documents)
* BCP Children’s Services Financial Scheme of Delegation [insert hyperlink]
* BCP’s corporate procedures in relation to the management of staff and [HR Scheme of Delegation](https://bcpcouncil.sharepoint.com/:w:/s/msteams_f24dce/EdVNCmX2_CxBpSt_B5BFFLcBdf2narEPD9z_ty9dDVeGjw?e=5B5PWV&CID=8F74A810-EF97-489D-B25D-F336C17B8BE2&wdLOR=c8948E466-2207-4BB7-8823-706DD7FB2F29)
* BCP’s corporate [Recruitment Authorisation](https://bcpcouncil.sharepoint.com/sites/HR/HR%20policy%20and%20procedure%20library/Forms/AllItems.aspx?id=%2Fsites%2FHR%2FHR%20policy%20and%20procedure%20library%2FRecruitment%20and%20selection%2FRecruitment%20Authorisation%20Form%2Epdf&parent=%2Fsites%2FHR%2FHR%20policy%20and%20procedure%20library%2FRecruitment%20and%20selection&p=true&ct=1699879045624&or=Outlook%2DBody&cid=8EAB2403%2DD1C3%2D4DA9%2DA102%2D904FE776B3B0&ga=1) and Children’s Services [Change Control](https://bcpcouncil.sharepoint.com/:w:/s/ChildrensServicesChangeControl/Ed1J1oAtMeJIvs6fk4cnWP0B_M67SlsbuUEu8dlVWMTpow?CID=BC10934B-8B8A-4836-AAD0-CB3A77F8C58A&wdLOR=cB19A2A26-441F-41B7-8F79-2C35E558AF49) processes

1. **Financial Approval Limits**

2.1 This should be read in conjunction with the [*Corporate Schedule of Financial Delegations*](https://bcpcouncil.sharepoint.com/sites/Finance/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FFinance%2FShared%20Documents%2FFinancial%20Regulations%2Epdf&parent=%2Fsites%2FFinance%2FShared%20Documents) [insert hyperlink] and the *Children’s Services Financial Scheme of Delegation* [insert hyperlink] in relation to management of the Council’s finances. The Corporate Schedule of Financial Delegations (Annex 1 of the BCP Financial Regulations) sets out the powers and duties delegated to various senior officers in the Council. Senior officers may appoint appropriate ‘authorised officers’ to act on their behalf, and these delegations must be recorded in the Local Service Schemes of Delegation (*Children’s Services Financial Scheme of Delegation*).

2.2 The table below sets out the *maximum* approval limits for all Children’s Services expenditure. If the approval of expenditure is required in an emergency but would ordinarily fall under the remit of a Gateway / Panel, approval can be given in line with the financial approval limits below, but the request must still be referred to the next available relevant Gateway / Panel for endorsement and decision making. The relevant Gateway / Panel will determine the duration of the approved expenditure and when it will be reviewed, and any other actions required to ensure that the expenditure is cost effective and continues to meet the child’s / young person’s needs.

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|  | **Team Manager (or ATM Out of Hours)** | **Service Manager / Head of Service** | **Director** | **Corporate Director** |
| NB the cost of an education placement is the total weekly cost of provision, including any additional costs associated with the placement. | | | | | |
| Education placement / provision: **weekly** unit cost | £750 | £1500 | £35,000 | >£35,000 |
| NB the cost of a Care placement is the total weekly cost of provision, including any additional costs such as enhanced support / therapy, increased staffing ratios / waking nights, transport. | | | | | |
| Care Placements: **weekly** unit costs | £750 | £1500 | £35,000 | All Unregulated placements |
| All other expenditure: **individual transactions** | £500 | £5000 | £150,000 | >£150,000 |
| All other **recurring** expenditure: **monthly** maximum | £500 | £5000 | £150,000 | >£150,000 |

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| **3.1 School Inclusion** | | | | | | |
| **Decision** | **Corporate Director** | **Director** | **Service Manager** | **Team Manager** | **Other / Comment** | **Planning forum** |
| Issue a School Attendance Order where it appears that a parent is failing to provide a suitable education via Elective Home Education |  |  |  |  | In consultation with legal services |  |
| Instigate proceedings for failure to comply with a School Attendance Order |  |  |  |  | In consultation with legal services |  |
| Issue a Penalty Notice for failure to secure regular school attendance |  |  |  |  | In consultation with legal services |  |
| Instigate proceedings for failure to secure regular school attendance |  |  |  |  | In consultation with legal services |  |
| Apply for an Education Supervision Order |  |  |  |  | In consultation with legal services |  |
| Instigate proceedings for failure to comply with an Education Supervision Order |  |  |  |  | In consultation with legal services |  |
| Decision to place a child (with or without SEND) in alternative education provision |  |  |  |  | Subject to financial approval limits |  |
| Decision to terminate a pupil's alternative education provision |  |  |  |  |  |  |
| Decision to fund hospital schooling for a BCP child in Year 12 or 13 placed in a Tier 4 hospital setting outside of BCP |  |  |  |  | Head of Virtual School |  |
| Decision to commission SEND Outreach |  |  |  |  | Confirm when Schools Forum has considered new SEND Outreach proposal |  |

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| **3.2 SEND (Special Educational Needs and Disabilities) Statutory Duties for Children with an EHCP** | | | | | | |
| **Decision** | **Corporate Director** | **Director** | **Service Manager** | **Team Manager** | **Other / Comment** | **Planning forum** |
| Decision on whether to carry out an EHCNA (Education, Health and Care Needs Assessment) |  |  |  |  | Can be delegated to ATM | EHC Assessment Panel |
| Decision to issue an EHCP (Education, Health and Care Plan) |  |  |  |  | Can be delegated to an ATM if required | EHC Management Panel |
| Decision to cease an EHCP |  |  |  |  | Assistant Team Manager | EHC Management Panel |
| Decision to Agree a Personal Budget |  |  |  |  |  | EHC Management Panel |
| Decision to agree School Placement (mainstream banding or maintained/non-Maintained special school placements) |  |  |  |  |  | EHC Management Panel |
| Decision to place in a High Cost Non-Maintained/Independent Specialist Placement |  |  |  |  | Subject to financial approval limits | EHC Management Panel |
| Decision to agree SEND funded transport |  |  |  |  | Subject to financial approval limits |  |
| Decision to agree a pupil with an EHCP can move to EHE (Elective Home Education) |  |  |  |  | In collaboration with school/provider |  |
| Direct a school to admit a child with an EHCP |  |  |  |  |  | Weekly Directions Meeting |
| Defend a Special Educational Needs and Disabilities Tribunal |  |  |  |  | Appeals and Resolutions Officer | Legal Appeals Process |

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| **3.3 Education of Children in Care and Care Experienced Young People** | | | | | | |
| **Decision** | **Corporate Director** | **Director** | **Virtual School Head** | **Virtual School Deputy Head** | **Other / Comment** | **Planning forum** |
| Use of Pupil Premium Grant + for looked after children |  |  |  |  | Subject to financial approval limits | PEP meeting |
| Any planned school move for a looked after child in KS4 |  |  |  | Can be delegated to | Cannot be agreed without specific permission from Virtual School |  |
| Any managed move for a school age looked after child |  |  |  |  | Cannot be agreed without specific permission from Virtual School |  |
| Agreement to change a child’s school for a child in Care e.g. due to a Care placement move or child is new to Care |  |  |  | Can be delegated to | In collaboration with social work team and adults with PR |  |
| Agreement on school placement for a looked after child entering the school system |  |  |  |  | In collaboration with social work team and adults with PR |  |
| Directing schools to admit a child following refusal to admit (looked after and formerly looked after children) |  |  |  |  | DfE process for Academies; via letter for maintained schools |  |
| Agreement to make an application to a school rated Requires Improvement for a child in Care |  |  |  |  | In collaboration with social work team and adults with PR |  |
| Decision on Early Years Placement (Childminder, Nursery or Children’s Centre Placement) for a child in Care |  |  |  |  | In collaboration with social work team and adults with PR |  |
| Permission for a reduced/ reintegration/transition timetable (any timetable that is less than the statutory required hours) for a child in Care |  |  |  | Can be delegated to | In collaboration with social work team and adults with PR |  |
| Repeating a school year or placing a looked after child in a year group that is not their chronological age |  |  |  | Can be delegated to | In collaboration with social work team and adults with PR |  |

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| **3.4 Education Improvement & Miscellaneous** | | | | | | |
| **Decision** | **Corporate Director** | **Director** | **Service Manager** | **Team Manager** | **Other / Comment** | **Planning forum** |
| Approve school licensed deficits |  |  |  |  |  |  |
| Approve recovery plan for school licensed deficits |  |  |  |  |  |  |
| Convene an Agreed Syllabus Conference for Religious Education |  |  |  |  | SACRE (Standing Advisory Council on Religious Education) | SACRE meetings on a 4 yearly cycle |
| Declare a school “School Causing Concern” (SCC) |  |  |  |  | Based upon Service Manager recommendation | Education Improvement Board (EIB) |
| Escalate a school / setting to a Trust |  |  |  |  |  | EIB and monthly monitoring meeting for E&S officers |
| Escalation of a Trust via CEO (Chief Executive Officer) |  |  |  |  |  | If unsuccessful, meeting held with Trust and DfE Regional Director |
| Bidding for STEM resources & educational pathways |  |  |  |  |  | Maintained Headteachers’ meeting |
| Variations in Home to School Transport arrangements |  |  |  |  |  |  |
| Respond to appeal (stage 1) against decision under Home to School Transport policy |  |  |  |  |  | School Transport Awards Review (STAR) Panel |
| Respond to appeal (stage 2) against decision under Home to School Transport policy |  |  |  |  |  | Education Discretionary Awards Appeals Panel (Democratic Services) |
| Early Years SEND provision of funding to settings |  |  |  |  | Service manager oversight termly | Early Years Subgroup |
| Early Years settings: safeguarding audits and recommendations |  |  |  |  |  |  |
| Oversight of complaints investigation re Early Years providers |  |  |  |  | Escalated to Director and Corporate Director when required |  |
| Approve development of grants for E&S projects |  |  |  |  |  |  |
| **4.1 Public Law Outline, Court Orders and Court related decisions** | | | | | | |
| **Decision** | **Corporate Director** | **Director** | **Service Manager** | **Team Manager** | **Other / Comment** | **Planning forum** |
| Approve referral to Legal Gateway Meeting (LGM) |  |  |  |  |  |  |
| Seek urgent legal advice |  |  |  |  |  |  |
| Start, extend or end Public Law Outline (PLO) and agree PLO plan |  |  |  |  | Legal Gateway Meeting (LGM) Chair | Legal Gateway Meeting |
| Apply for Emergency Protection Order |  |  |  |  | Case responsible SM following legal advice | Legal Gateway Meeting (retrospectively) |
| Apply for a Care Order |  |  |  |  | LGM Chair | Legal Gateway Meeting |
| Apply for a Supervision Order |  |  |  |  | LGM Chair | Legal Gateway Meeting |
| Apply for a Recovery Order |  |  |  |  | In consultation with Legal Services and Independent Reviewing Officer (IRO) |  |
| Apply for Child Assessment Order |  |  |  |  | In consultation with Legal Services |  |
| Child to return home at expiration of Police Powers of Protection |  |  |  |  | In consultation with Legal Services |  |
| Approve court statements |  |  |  |  |  |  |
| **Decision** | **Corporate Director** | **Director** | **Service Manager** | **Team Manager** | **Other / Comment** | **Planning forum** |
| Approve first interim Care Plan |  |  |  |  | In consultation with Legal Services (and IRO if child was s20) |  |
| Approve Fostering for Adoption (Early Permanence) as the child’s Care Plan |  |  |  |  |  | Legal Gateway Meeting |
| Amend Care Plan during Care Proceedings |  |  |  |  | Following legal advice and consultation with IRO |  |
| Seek to vary or extend Orders during proceedings |  |  |  |  | Following legal advice and consultation with IRO |  |
| Approve final Care Plan |  |  |  |  | LGM Chair, following consultation with IRO / CLA statutory review | Legal Gateway Meeting |
| Agree use of counsel |  |  |  |  | In consultation with Legal Services |  |
| Agree Part 25 applications (expert assessments), paternity or drug testing |  |  |  |  | In consultation with Legal Services |  |
| Apply for s34 Order concerning contact |  |  |  |  | Case responsible SM, following legal advice and consultation with IRO / statutory review | Contact can be suspended for up to 7 days without a court Order |
| Apply to discharge a Care Order |  |  |  |  | Following CLA statutory review | Legal Gateway Meeting |
| Apply to discharge a Supervision Order |  |  |  |  |  | Legal Gateway Meeting |
| Use of Secure Accommodation without an Order (maximum 72 hours) | Must consult |  |  |  | In consultation with Legal Services and IRO if child already looked after | Following Legal Gateway Meeting recommendation re threshold criteria |
| Apply for a Secure Accommodation Order | Must consult |  |  |  | In consultation with Legal Services and IRO if child already looked after | Following Legal Gateway Meeting recommendation re threshold criteria |
| **Decision** | **Corporate Director** | **Director** | **Service Manager** | **Team Manager** | **Other / Comment** | **Planning forum** |
| Apply for Deprivation of Liberty Order (welfare / safeguarding concerns) |  |  |  |  | IRO must be consulted if child already looked after | Legal Gateway Meeting Expenditure decisions referred to Non-Placement Resources Gateway |
| Endorse application for a child subject of a Care Order to be detained under the Mental Health Act | Must inform |  |  |  | IRO must be informed |  |
| Response to a s37 Direction |  |  |  |  | LGM Chair | Legal Gateway Meeting |
| Apply for any Orders under s7 or s8 Children Act 1989 |  |  |  |  | LGM Chair | Legal Gateway Meeting |
| Agree a plan of SGO outside of Care Proceedings |  |  |  |  |  | Legal Gateway Meeting |
| Apply to revoke a Placement Order |  |  |  |  | Agency Decision Maker |  |
| Approve Parenting Assessment |  |  |  |  | Parenting Assessment TM |  |
| Approve Together or Apart (Sibling) Assessment |  |  |  |  |  |  |

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| **4.2 Admissions to Care and Placements** | | | | | | |
| **Decision** | **Corporate Director** | **Director** | **Service Manager** | **Team Manager** | **Other / Comment** | **Planning forum** |
| Accommodate under section 20: unplanned |  |  |  |  | Case responsible SM | Legal Gateway Meeting (retrospectively) |
| Accommodate under section 20: planned |  |  |  |  | LGM Chair | Legal Gateway Meeting |
| Use of out of hours retained beds (in-house fostering) |  |  |  |  | In consultation with Fostering SM and SM for MASH / Out of Hours |  |
| Approve referral to Care Episode Gateway |  |  |  |  |  |  |
| Approve search for a placement (in-house, IFA or residential) |  |  |  |  |  |  |
| Approve externally commissioned placement match |  |  |  |  | IRO and Virtual School to be consulted | Subject to financial approval limits  Refer to Care Episode Gateway for all planned and retrospective requests  May require multi-agency funding consideration |
| Agree externally commissioned placement in a neighbouring authority |  |  |  |  | IRO and Virtual School to be consulted |
| Agree externally commissioned placement at distance (not a neighbouring authority) |  |  |  |  | IRO and Virtual School to be consulted  DCS oversight through monthly QPIB |
| Agree placement of child outside of England and Wales |  |  |  |  |  |
| Agree placement in unregistered provision |  |  |  |  | IRO and Virtual School to be consulted |
| Agree use of unregulated provision 16-17 year olds |  |  |  |  | IRO and Virtual to be consulted  NB from October 2023, providers must apply to become regulated |  |
| Approve additional funding to support externally commissioned placement |  |  |  |  | Eg solo placement, increased staffing ratios, therapy | Care Episode Gateway |
| Agree use of secure transport |  |  |  |  | Subject to financial approval limits |  |
| **Decision** | **Corporate Director** | **Director** | **Service Manager** | **Team Manager** | **Other / Comment** | **Planning forum** |
| Approve match in-house foster placement |  |  |  |  | Fostering TM in consultation with case responsible TM and IRO |  |
| Approve match in-house supported lodgings |  |  |  |  | Supported Lodgings TM in consultation with case responsible TM |  |
| Agree Viability Assessment with no positive recommendation |  |  |  |  |  |  |
| Approve Viability Assessment recommendation to proceed to full assessment |  |  |  |  |  |  |
| Approve Viability Assessment and placement under Regulation 24 |  |  |  |  | IRO to be informed |  |
| Approve extension of Reg 24 placement beyond 16 weeks |  |  |  |  | IRO to be informed | Following Fostering Panel recommendation |
| Agree a placement change for a child in Years 10 or 11 if impacts on education |  |  |  |  | Consult with IRO and Virtual School | Care Episode Gateway |
| Approve referral and risk assessment for Family Time |  |  |  |  |  |  |
| Approve outcome of Age Assessment |  |  |  |  |  |  |

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| * 1. **Care Planning, Permanence and Reunification** | | | | | | |
| **Decision** | **Corporate Director** | **Director** | **Service Manager** | **Team Manager** | **Other / Comment** | **Planning forum** |
| Agree a parallel plan on admission to Care |  |  |  |  |  | 1st CLA Review endorses parallel planning options |
| Agree a permanence plan |  |  |  |  |  | 2nd CLA Review endorses Care Plan |
| Agree a change to a permanence plan |  |  |  |  |  | CLA Review endorses change of Care Plan |
| Approve report to Child Looked After review |  |  |  |  |  |  |
| Approve CLA Review recommendations |  |  |  |  | Within 5 working days |  |
| Approve Pathway Plan |  |  |  |  |  |  |
| Approve fostering match with long-term carers |  |  |  |  | In consultation with Fostering | CLA Review endorses change of Care Plan |
| Approve placement of child on Care Order with parents (Placement with Parents Assessment) |  |  |  |  | IRO must be consulted and views recorded | CLA Review endorses change of Care Plan |
| Agree child under 16 ceases to be looked after under s20 (if looked after for more than 20 days) |  |  |  |  |  | CLA Review endorses change of Care Plan |
| Agree child aged 16 or 17 ceases to be looked after under s20 |  | Must consult |  |  |  | Young person must have requested this or agree, CLA Review endorses change of Care Plan |
| Approve Special Guardianship Support Plan |  |  |  |  |  |  |
| Approve or review Special Guardianship Allowances in line with policy |  |  |  |  | Subject to financial approval limits |  |
| **Decision** | **Corporate Director** | **Director** | **Service Manager** | **Team Manager** | **Other / Comment** | **Planning forum** |
| Approve exceptional Special Guardianship Allowances outside of policy |  |  |  |  | Subject to financial approval limits |  |
| Approve Child Permanence Report for ADM |  |  | Consult |  |  |  |
| Child should be placed for adoption |  |  |  |  | Agency Decision Maker, upon Agency Advice, IRO should be consulted |  |
| Child matched to adopters, including Early Permanence (Fostering for Adoption) |  |  |  |  | Agency Decision Maker |  |
| Reversing should be adopted decision |  |  |  |  | Agency Decision Maker, upon Agency Advice, IRO must be consulted |  |
| Approve Adoption Support Plan |  |  |  |  |  |  |
| Approve or review Adoption Allowances in line with policy |  |  |  |  | Subject to financial approval limits |  |
| Approve exceptional Adoption Allowances outside of policy |  |  |  |  |  |  |
| Ratify recommendation to approve adopters |  |  |  |  | Aspire Adoption ADM | Following recommendation from Adoption Panel |
| Approve Adoption Support Fund application |  |  |  |  |  |  |

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| **4.4 Children in Care and Delegated Authority (delegated authority for individual children is agreed with the child, their parents, foster carers and the social worker as part of placement planning and review, using the Decision Support Tool) – any decisions required by the local authority not listed in the Scheme of Delegation are delegated to the Social Worker** | | | | | | |
| **Decision** | **Corporate Director** | **Director** | **Service Manager** | **Team Manager** | **Other / Comment** | **Planning forum** |
| **CHILD’S HEALTH NEEDS**  **NB For children accommodated under s20, only adults with parental responsibility for them can give consent, although Gillick competence and Fraser guidelines are also considered. For children subject of a Care Order, parents should always be consulted, subject to child protection considerations.** | | | | | | |
| For children who are the subject of a Care Order, consent to:   * unplanned surgery * anaesthesia * treatment for life threatening conditions * decisions regarding end of life care | Consult as appropriate |  |  |  | Consultation with parents is essential and their presence facilitated where appropriate. IRO must be informed. Designated Nurse or Doctor may need to be consulted. Consult child and consider Gillick competence and Fraser guidelines. Attending medic has overriding responsibility. Legal advice may be required.  In respect of a child’s end of life care, in the absence of clear parental consent, **no** consent can be given by the local authority and the relevant health authority will need to take legal advice and if necessary initiate court proceedings. | |
| For children who are the subject of a Care Order, consent to:   * sensitive medical treatment or assessment including sexual abuse medical assessment or termination of pregnancy * invasive health screening (e.g. including blood tests for serious blood borne infections) |  |  |  |  |
| Consent to planned surgery, treatment and tests for a child subject to a Care Order for conditions not falling into above categories |  |  | Consult as appropriate |  | SM must be consulted Out of Hours |  |
| Commence treatment for gender reassignment for child subject of a Care Order |  |  |  |  |  |  |
| Contraceptive advice and prescription |  |  | Consult as appropriate |  | Designated Nurse may need to be consulted. Consider Fraser guidelines. |  |
| **Decision** | **Corporate Director** | **Director** | **Service Manager** | **Team Manager** | **Other / Comment** | **Planning forum** |
| **ACTIVITIES AND LEISURE**  **NB For children accommodated under s20, only adults with parental responsibility for them can give consent, although Gillick competence and Fraser guidelines are also considered. For children subject of a Care Order, parents should always be consulted, subject to child protection considerations.** | | | | | | |
| Permit child to leave UK for holiday of up to 1 month |  |  |  |  |  |  |
| Permit child to go on holiday within the UK, out of BCP area |  |  |  |  |  | Out of county notification required to other local authority |
| Agree *in exceptional circumstances* request for child to go on holiday in term time |  |  |  |  | Must consult Head of Virtual School and IRO | School Head will determine whether absence is authorised |
| Permit child to partake in more hazardous activities (eg horse riding, rock climbing, skiing) |  |  |  |  |  |  |
| Agree Child in Care to live abroad |  |  |  |  | Requires legal advice and approval of the court |  |
| Agree for young person to join the armed forces |  |  |  |  |  |  |
| **IDENTITY NEEDS – CHILDREN SUBJECT OF A CARE ORDER**  **NB for children accommodated under s20, only adults with parental responsibility for them can give consent, although Gillick competence is also considered. For children subject of a Care Order, parents should always be consulted.** | | | | | | |
| Sign passport application |  |  |  |  |  |  |
| Agree legal change to first names or surname |  |  |  |  | May require legal advice, IRO should be informed |  |
| Agree to religious custom or ritual requiring parental consent (e.g. baptism) |  |  |  |  |  |  |
| Change of appearance eg body piercing |  |  |  |  |  |  |
| To support child’s application for British citizenship (*all* children looked after) |  |  |  |  | IRO must be informed |  |

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| **4.5 Care Experienced Young People** | | | | | | |
| **Decision** | **Corporate Director** | **Director** | **Service Manager** | **Team Manager** | **Other / Comment** | **Planning forum** |
| Use of Setting Up Home Grant |  |  |  |  | Subject to financial approval limits |  |
| One-off discretionary / hardship payments for (eg moving costs, driving lessons or tests, activities to promote wellbeing) |  |  |  |  | Subject to financial approval limits |  |
| Discretionary payments for travel costs (eg to attend education, employment, family time) |  |  |  |  | Subject to financial approval limits |  |
| Additional costs towards education or employment (including one off costs, discretionary bursary, accommodation during university academic holidays) |  |  |  |  | Subject to financial approval limits |  |
| Release of savings accumulated during time looked after |  |  |  |  |  |  |
| Approve Joint Housing Assessment |  |  |  |  | In consultation with Housing manager |  |
| Approve referral to Independence and Transition Gateway |  |  |  |  |  |  |
| Agree use of Bed & Breakfast or Hostel emergency accommodation for a Care Leaver |  |  |  |  | Must also be agreed by Director Housing, only used in exceptional circumstances, as a last resort and very short term  Out of Hours delegated to Service Manager | Refer to Independence and Transition Gateway |

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| **4.6 Child in Need and Child Protection** | | | | | | |
| **Decision** | **Corporate Director** | **Director** | **Service Manager** | **Team Manager** | **Other / Comment** | **Planning forum** |
| Outcome of Child and Family Assessment |  |  |  |  | TM may delegate to ATM |  |
| Case allocation and case closure |  |  |  |  | TM may delegate to ATM |  |
| Decision to convene a strategy meeting and Chair a strategy meeting |  |  |  |  | Out of Hours can be delegated to ATM |  |
| Decision to progress to s47 investigation |  |  |  |  | Out of Hours can be delegated to ATM |  |
| Outcome of s47 investigation |  |  |  |  |  |  |
| Decision for child to be seen later than 24 hours from s47 commencing |  |  | Must consult |  |  |  |
| Chair first Core Group meeting |  |  |  |  | To be determined |  |
| Review progress of a Child in Need Plan (CIN meeting record) |  |  |  |  | To be determined |  |
| Review progress of a Child Protection Plan (Core Group meeting record) |  |  |  |  | To be determined |  |
| Approve report to Initial or Review Child Protection Conference |  |  |  |  |  |  |
| Approve Child Protection Plan from Conference |  |  |  |  |  |  |
| Defer Child Protection Conference outside of statutory timescales |  |  |  |  | Case responsible SM in consultation with SM for CP Conference Service |  |
| Referral to MET (Missing, Exploited and Trafficked) Panel |  |  |  |  |  |  |
| **Decision** | **Corporate Director** | **Director** | **Service Manager** | **Team Manager** | **Other / Comment** | **Planning forum** |
| Approve referral to K*eeping Families Connected* Service (panel referral) |  |  |  |  |  |  |
| Decide whether a private fostering  arrangement is satisfactory |  |  |  |  |  |  |
| Decide prohibitions on private fostering |  |  |  |  |  |  |
| Agree a restriction on a private fostering arrangement |  |  |  |  |  |  |
| Agree use of Bed & Breakfast emergency accommodation for a 16- or 17-year old who is homeless |  |  |  |  | Must only be used in exceptional circumstances, as a last resort and very short term |  |

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| **4.7 Children with Disabilities** | | | | | | |
| **Decision** | **Corporate Director** | **Director** | **Service Manager** | **Team Manager** | **Other / Comment** | **Planning forum** |
| Agree recommendation for eligibility to specialist service from CHAD and level of support required (eg overnight respite, direct payments, Personal Advisors and respite carers) |  |  |  |  | Child & Family Assessment |  |
| Approve recommendation for service eligibility and level of support (as above) |  |  |  |  | Subject to financial approval limits | CHAD Resource Panel |
| Approve Occupational Therapy (OT) assessments |  |  |  |  | Delegated to OT ATM in TM’s absence |  |
| Approve expenditure from Small Adaptations Fund |  |  |  |  | Subject to financial approval limits |  |
| Approve equipment justification forms |  |  |  |  |  |  |
| Agree provision of special equipment |  |  |  |  | Delegated to OT ATM in TM’s absence, subject to financial approval limits |  |
| Approve expenditure for minor adaptations |  |  |  |  | Delegated to OT ATM in TM’s absence, subject to financial approval limits |  |

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| **4.8 Fostering**  **NB all references to foster carers includes in-house foster carers and connected carers** | | | | | | |
| **Decision** | **Corporate Director** | **Director** | **Service Manager** | **Team Manager** | **Other / Comment** | **Planning forum** |
| Approve recommendation of fostering assessment |  |  |  |  |  | Fostering Panel |
| Approve new foster carer |  |  |  |  | Fostering ADM | Fostering Panel recommendation to ADM |
| Approve match foster placement / supported lodgings placement |  |  |  |  | Fostering TM in consultation with Child’s SW TM and IRO |  |
| Approve continuation following annual review (years 1 and 3 and every 3 years thereafter) |  |  |  |  | Fostering ADM | Fostering Panel recommendation to ADM |
| Approve continuation not requiring ADM approval (above) |  |  |  |  |  | Fostering Panel |
| Permit temporary exemption to exceed fostering limit (more than 3 children not in a sibling group) |  |  |  |  | Fostering ADM | Fostering Panel recommendation to ADM |
| Permit temporary ‘out of approval’ beyond foster carer’s approval |  |  |  |  |  |  |
| Permanent change to foster carer approval |  |  |  |  | Fostering ADM | Fostering Panel recommendation to ADM |
| Approve enhanced payments to foster carers or Supported Lodgings Provider within remit of Fees and Allowances policy |  |  |  |  | Subject to financial approval limits |  |
| Approve enhanced payments to foster carers or Supported Lodgings Provider outside of Fees and Allowances policy |  |  |  |  | Subject to financial approval limits |  |
| Decision not to place / end placement of a child with foster carer due to s47 / standards of care concerns |  |  |  |  | Must consult with LADO |  |
| Recommend the termination of fostering approval |  |  |  |  | Inform LADO | Fostering Panel recommendation to ADM |
| **Decision** | **Corporate Director** | **Director** | **Service Manager** | **Team Manager** | **Other / Comment** | **Planning forum** |
| Termination of fostering approval |  |  |  |  | Fostering ADM and inform LADO | Fostering Panel |
| Determination of appeal from foster carer re non-approval / termination decision |  |  |  |  | Fostering ADM | Appeal must be made within 28 days of decision, carer has further right of appeal to IRM |
| Decision to accept IRM recommendations |  |  |  |  | Fostering ADM |  |
| Approve Adult in the Home Assessment |  |  |  |  |  |  |
| Approve fostering panel recommendation following Adult in the Home Assessment |  |  |  |  | Fostering ADM | Fostering Panel |
| Approve adults within the kinship network offering support or respite (following DBS checks) |  |  |  |  |  |  |
| Approve carers for Early Permanence (Fostering for Adoption) |  |  |  |  | Fostering ADM | Fostering Panel |
| Recommend change of carer approval to Staying Put arrangement |  |  |  |  | Fostering TM | CLA Review, IRO must be consulted |
| Approve carer as Staying Put |  |  |  |  | Fostering ADM | Fostering Panel |
| Approve a Supported Lodgings Provider |  |  |  |  | Fostering ADM | Fostering Panel |

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| **4.9 Children in Other Circumstances** | | | | | | |
| **Decision** | **Corporate Director** | **Director** | **Service Manager** | **Team Manager** | **Other/ Comment** | **Planning forum** |
| Seek publicity in respect of a search for a missing Child in Care |  |  |  |  | In consultation with parent(s) as appropriate and notify IRO | Corporate Director, Leader, CE and Cabinet Member are informed in accordance with ‘Need to Know’ procedure |
| Approve ‘Need to Know’ form following a serious incident |  |  |  |  | Notify Director, Director notifies DCS, IRO Service Manager must be informed |  |
| Application to Criminal Injuries Compensation Scheme for a Child in Care |  |  |  |  |  |  |
| Disclosure of information to other involved agencies for non-safeguarding purposes (eg criminal investigation) |  |  |  |  | Following legal advice |  |
| Child to remain in police station / police custody overnight (Out of Hours Team) |  |  |  |  | IRO must be informed if child is looked after |  |
| Approve Return Home Interviews (children not open to Children’s Services) |  |  |  |  | RHI Co-Ordinator |  |
| Approve Return Home Interviews (children open to Children’s Services) |  |  |  |  | TM responsible for the professional undertaking the RHI |  |
| Convene a Complex Strategy discussion |  |  | Consult with |  |  |  |

**Version control**

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| Review period: 2 yearly | | |
| Version 1 | October 2019 | Neil Goddard |
| Version 2 | April 2022 | Rachel Gravett |
| Version 3 | May 2024 | Rachel Gravett |