



## **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 Assistant Directors, Heads of Service, Service Managers and Team Managers.

<b>Date completed</b>	<b>By whom</b>	<b>Distribution</b>	<b>Date for review</b>
<b>Updated June 2024</b>	<b>Amandip Johal Assistant Director</b>	<b>By email to all in Children's Services</b>	<b>June 2025</b>

<b>Legal Decisions</b>	
<b>Decision</b>	<b>Delegated to</b>
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 Ratified at Legal Gateway Panel within a week
Application for an Emergency Protection Order	Head of Service
Application for a Child Assessment Order	Head of Service
Initiating PLO	Service Manager Ratified at Legal Gateway Panel within 10 working days
Ending PLO	Service Manager with Legal and feedback from CP Chair
Initiating Care Proceedings, including retrospective	Head of Service at Legal Gateway Panel
Change to long term care planning	Permanence 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	Secure Criteria Review Meeting Ratified by Executive Director, Social Care and Practice

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 Deprivation of Liberty	Head of Service
Decision to recall a child or young adult known to the Youth Justice Service to prison on specific custodial sentences	Service Manager in Youth Justice Manager
Application for Criminal Behaviour Orders	Service Manager in Youth Justice Manager
<b>Children in Need and Safeguarding</b>	
<b>Decision</b>	<b>Delegated to</b>
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	Chair will be dependent on circumstances  Service Manager, Head of Service, Assistant Director
<b>Consent decisions relation to children in care (the views of the child, parent, carer and IRO must always be considered in making consent decisions)</b>	
<b>Decision</b>	<b>Delegated to</b>
Authorisation to place outside the Bradford District	Assistant Director

Sign passport as person with parental responsibility	Service Manager
Consent to holidays or trips abroad in school holidays lasting under a month	Service Manager
Consent to holidays in school time	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	Assistant Director 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
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  Ratified by Permanence Panel
Authorisation to cease being looked after for young people aged 16 and 17 from section 20	Executive Director, Social Care and Practice
Agreement for funding to continue to support a young person after their 18 <sup>th</sup> birthday to live in a residential home	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 agreed health treatments	Service Manager
Consent to health treatments where the parent is in disagreement	Head of Service / Assistant Director (Notify Executive

	Director, Social Care and Practice)
End of life decisions	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
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	Delegated authority to carers
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	Permanence Panel ratified by Fostering ADM

Decision to consent to children in care photographs being used in external publications	Service Manager
Decision regarding DBS risk assessment for Family and Friends, Foster Care, SGO carers and recruitment	Head of Service
Consent to use publicity for child missing from care	Head of Service
<b>Fostering and Adoption Agency Decisions</b>	
<b>Decision</b>	<b>Delegated to</b>
<b>Fostering Agency Decision Maker</b>	<b>Independent Person</b>
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)	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
<b>Adoption Agency Decision Maker</b>	<b>Assistant Director</b>
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
<b>Placement Decisions are aligned to the financial scheme of delegation</b>	