



**WOKINGHAM  
BOROUGH COUNCIL**

## Children's Social Care Scheme of Delegation

OFFICIAL

### Document Control Information

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Owner: Estelle Kelleway, Assistant Director (Practice Improvement and Quality)

Version	Date	Description
Version 1	May 2019	Previous document last updated in May 2019.
Version 1.1	July 2020	Names and contact details updated throughout.
Version 1.2	June 2021	Names and contact details updated throughout.
Version 1.3	December 2021	Names and contact details updated throughout
Version 1.4	March 2022	Names and contact details updated throughout
Version 1.5	August 2022	The Designated Manager (Children Missing from Home or Care) was added.
Version 1.6	May 2023	Added contact details for Head of SEND, updated existing names and contact details.
Version 1.7	October 2023	Names and contact details updated throughout
Version 1.8	April 2024	Names and contact details updated throughout
Version 1.9	October 2024	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.

This information is also replicated on the Wokingham Children's Services Procedures Manual [here](#).

***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.
1.1	<p><b>Agency Decision Maker (Adoption)</b></p> <p>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).</p>	<p><b>Post title:</b></p> <p>Assistant Director Children's Social Care and Early Help</p> <p>Assistant Director Practice Improvement and Quality</p> <p><b>Contact details:</b></p> <p><a href="mailto:Adam.Davis@wokingham.gov.uk">Adam.Davis@wokingham.gov.uk</a></p> <p><a href="mailto:Estelle.Kelleway@wokingham.gov.uk">Estelle.Kelleway@wokingham.gov.uk</a></p>	5.2 Adoption and Permanence Services
1.2	<p><b>Agency Decision Maker (Fostering)</b></p> <p>The Agency Decision Maker who makes decisions on fostering matters (on the basis of recommendations of the Fostering and Permanence Panel).</p>	<p><b>Post title:</b></p> <p>Assistant Director Children's Social Care and Early Help</p> <p>Assistant Director Practice Improvement and Quality</p>	5.1 Fostering Services

	Accountabilities	Responsible Officer	Procedure Ref.
		<b>Contact details:</b> <a href="mailto:Adam.Davis@wokingham.gov.uk">Adam.Davis@wokingham.gov.uk</a> <a href="mailto:Estelle.Kelleway@wokingham.gov.uk">Estelle.Kelleway@wokingham.gov.uk</a>	
<b>1.3</b>	<b>Designated Manager (Adoption and Permanence Panel Appointments)</b> The manager who can authorise appointments to the Central List of Adoption and Permanence Panel members.	<b>Post title:</b> Head of Service Corporate Parenting, Care, and Transition <b>Contact details:</b> <a href="mailto:Isabel.Prinsloo@wokingham.gov.uk">Isabel.Prinsloo@wokingham.gov.uk</a>	5.2.2 Adoption Panel
<b>1.4</b>	<b>Designated Manager (Adoption Support)</b> 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.	<b>Post title:</b> Head of Service Corporate Parenting, Care, and Transition <b>Contact details:</b> <a href="mailto:Isabel.Prinsloo@wokingham.gov.uk">Isabel.Prinsloo@wokingham.gov.uk</a>	5.2.4 Adoption Support
<b>1.5</b>	<b>Designated Manager (Care Plans)</b>	<b>Post title:</b>	1.5 Legal Proceedings

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	Accountabilities	Responsible Officer	Procedure Ref.
	The manager who can authorise the final Care Plan to be taken before the Court within Care Proceedings.	Head of Service Corporate Parenting, Care, and Transition  Head of Service Help and Protection  Head of Service Children with Disabilities Services  Head of Service Helping Early, Community and Prevention  <b>Contact details:</b>  <a href="mailto:Isabel.Prinsloo@wokingham.gov.uk">Isabel.Prinsloo@wokingham.gov.uk</a>  <a href="mailto:Kimberley.Fontana@wokingham.gov.uk">Kimberley.Fontana@wokingham.gov.uk</a>  <a href="mailto:Kelli.Scott@wokingham.gov.uk">Kelli.Scott@wokingham.gov.uk</a>	
1.6	<b>Designated Manager (Care Proceedings)</b>  The manager who can authorise the initiating of Care Proceedings.	<b>Post title:</b>  Head of Service Corporate Parenting, Care, and Transition  Head of Service Help and Protection  Head of Service Children with Disabilities Services  Head of Service Helping Early, Community and Prevention  <b>Contact details:</b>  <a href="mailto:Isabel.Prinsloo@wokingham.gov.uk">Isabel.Prinsloo@wokingham.gov.uk</a>	1.5.2 Care and Supervision Proceedings and the Public Law Outline

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	Accountabilities	Responsible Officer	Procedure Ref.
		<a href="mailto:Kimberley.Fontana@wokingham.gov.uk">Kimberley.Fontana@wokingham.gov.uk</a> <a href="mailto:Kelli.Scott@wokingham.gov.uk">Kelli.Scott@wokingham.gov.uk</a>	
1.7	<p><b>Designated Manager (Change of Name)</b></p> <p>The manager who can authorise the Change of Name of a Child Looked After.</p>	<p><b>Post title:</b></p> <p>Director of Children's Services</p> <p><b>Contact details:</b></p> <p><a href="mailto:Emma.Cockerell@wokingham.gov.uk">Emma.Cockerell@wokingham.gov.uk</a></p>	4.7.1 Change of Name of a Child in Care
1.8	<p><b>Designated Manager (Contact with Parents)</b></p> <p>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).</p>	<p><b>Post title:</b></p> <p>Head of Service Corporate Parenting, Care, and Transition</p> <p>Head of Service Help and Protection</p> <p>Head of Service Children with Disabilities Services</p> <p>Head of Service Helping Early, Community and Prevention</p> <p><b>Contact details:</b></p> <p><a href="mailto:Isabel.Prinsloo@wokingham.gov.uk">Isabel.Prinsloo@wokingham.gov.uk</a></p> <p><a href="mailto:Kimberley.Fontana@wokingham.gov.uk">Kimberley.Fontana@wokingham.gov.uk</a></p>	<p>4.4.1 Family Time with Parents/Adults and Siblings</p> <p>1.5.1 Applications for Emergency Protection Orders</p>

	Accountabilities	Responsible Officer	Procedure Ref.
		<a href="mailto:Kelli.Scott@wokingham.gov.uk">Kelli.Scott@wokingham.gov.uk</a>	
<b>1.9</b>	<p><b>Designated Manager (Death or Serious Injury to a Child)</b></p> <p>The senior manager who should be notified in the event of death or serious injury to a child.</p>	<p><b>Post title:</b></p> <p>Director of Children's Services</p> <p><b>Contact details:</b></p> <p><a href="mailto:Emma.Cockerell@wokingham.gov.uk">Emma.Cockerell@wokingham.gov.uk</a></p>	1.7.1 Death or Serious Injury to a Child (Looked After and Child in Need)
<b>1.10</b>	<p><b>Designated Manager (Decision to Look After)</b></p> <p>The manager who can authorise a child becoming Looked After.</p>	<p><b>Post title:</b></p> <p>Head of Service Corporate Parenting, Care, and Transition</p> <p>Head of Service Help and Protection</p> <p>Head of Service Children with Disabilities Services</p> <p>Head of Service Helping Early, Community and Prevention</p> <p><b>Contact details:</b></p> <p><a href="mailto:Isabel.Prinsloo@wokingham.gov.uk">Isabel.Prinsloo@wokingham.gov.uk</a></p> <p><a href="mailto:Kimberley.Fontana@wokingham.gov.uk">Kimberley.Fontana@wokingham.gov.uk</a></p>	4.1.2 Decision to Look After

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	Accountabilities	Responsible Officer	Procedure Ref.
		<a href="mailto:Kelli.Scott@wokingham.gov.uk">Kelli.Scott@wokingham.gov.uk</a>	
<b>1.11</b>	<p><b>Designated Manager (Emergency Protection Orders)</b></p> <p>The manager who can authorise an application for an Emergency Protection Order.</p>	<p><b>Post title:</b></p> <p>Head of Service Corporate Parenting, Care, and Transition</p> <p>Head of Service Help and Protection</p> <p>Head of Service Children with Disabilities Services</p> <p>Head of Service Helping Early, Community and Prevention</p> <p><b>Contact details:</b></p> <p><a href="mailto:Isabel.Prinsloo@wokingham.gov.uk">Isabel.Prinsloo@wokingham.gov.uk</a></p> <p><a href="mailto:Kimberley.Fontana@wokingham.gov.uk">Kimberley.Fontana@wokingham.gov.uk</a></p> <p><a href="mailto:Kelli.Scott@wokingham.gov.uk">Kelli.Scott@wokingham.gov.uk</a></p>	1.5.1 Applications for Emergency Protection Orders
<b>1.12</b>	<p><b>Designated Manager (Emigration)</b></p> <p>The manager who can authorise the placement of a Child Looked After outside England and Wales.</p>	<p><b>Post title:</b></p> <p>Director of Children's Services</p> <p><b>Contact details:</b></p> <p><a href="mailto:Emma.Cockerell@wokingham.gov.uk">Emma.Cockerell@wokingham.gov.uk</a></p>	4.2.7 Placements Outside England and Wales



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	Accountabilities	Responsible Officer	Procedure Ref.
1.13	<p><b>Designated Manager (Exemptions and Extensions from Fostering Limit)</b></p> <p>The manager who can authorise any exemptions from the usual fostering limit for foster carers living in the local authority area.</p>	<p><b>Post title:</b></p> <p>Assistant Director Children's Social Care and Early Help</p> <p><b>Contact details:</b></p> <p><a href="mailto:Adam.Davis@Wokingham.gov.uk">Adam.Davis@Wokingham.gov.uk</a></p>	5.1.4 Exemptions and Extensions/Variations to Foster Carer Approval
1.14	<p><b>Designated Manager (External Placements)</b></p> <p>The manager who can authorise placements of Children Looked After with external providers of residential care or foster carers from an independent fostering agency.</p>	<p><b>Post title:</b></p> <p>Head of Service Corporate Parenting, Care, and Transition</p> <p><b>Contact details:</b></p> <p><a href="mailto:Isabel.Prinsloo@wokingham.gov.uk">Isabel.Prinsloo@wokingham.gov.uk</a></p>	5.1.3 Assessment and Approvals of Foster Carers
1.15	<p><b>Designated Manager (Fostering and Permanence Panel Appointments)</b></p> <p>The manager who can authorise appointments to the Central List of Fostering and Permanence Panel members</p>	<p><b>Post title:</b></p> <p>Head of Service Corporate Parenting, Care, and Transition</p> <p><b>Contact details:</b></p> <p><a href="mailto:Isabel.Prinsloo@wokingham.gov.uk">Isabel.Prinsloo@wokingham.gov.uk</a></p>	5.1.1 Fostering Panel

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	Accountabilities	Responsible Officer	Procedure Ref.
1.16	<p><b>Designated Manager (Leaving Care)</b></p> <p>The manager who can approve a Pathway Plan.</p>	<p><b>Post title:</b></p> <p>Relevant Line Manager</p>	4.8.1 Leaving Care and Transition
1.18	<p><b>Designated Manager (Children Missing from Home or Care)</b></p> <p>The manager who is responsible for monitoring policies and performance relating to children who go missing from home or care. The manager is responsible for conducting regular analysis of missing data, seeking to identify factors or patterns that increase or reduce the likelihood of future missing episodes.</p>	<p><b>Post Title:</b></p> <p>Head of Service Corporate Parenting, Care, and Transition</p> <p><b>Contact details:</b></p> <p><a href="mailto:Isabel.Prinsloo@wokingham.gov.uk">Isabel.Prinsloo@wokingham.gov.uk</a></p>	See Section 2 of the Pan Berkshire Procedure Manual for chapter on <a href="#">Children Missing from Care, Home and Education</a>
1.19	<p><b>Out of Area Children in Care Notifications</b></p> <p>Where a Child Looked After from another local authority has been placed in the area, the manager to whom the notification should be sent.</p>	<p><b>Contact details:</b></p> <p><a href="mailto:triage@wokingham.gov.uk">triage@wokingham.gov.uk</a></p>	4.2.10 Notifications from Other Local Authorities/Placement Providers
1.20	<p><b>Designated Manager (Passports)</b></p> <p>The manager who can authorise a passport application for a Child Looked After.</p>	<p><b>Post title:</b></p>	4.5.2 Holidays and School Trips In and Outside the UK

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	Accountabilities	Responsible Officer	Procedure Ref.
		Head of Service Corporate Parenting, Care, and Transition Head of Service Help and Protection Head of Service Children with Disabilities Services Head of Service Helping Early, Community and Prevention <b>Contact details:</b> <a href="mailto:Isabel.Prinsloo@wokingham.gov.uk">Isabel.Prinsloo@wokingham.gov.uk</a> <a href="mailto:Kimberley.Fontana@wokingham.gov.uk">Kimberley.Fontana@wokingham.gov.uk</a> <a href="mailto:Kelli.Scott@wokingham.gov.uk">Kelli.Scott@wokingham.gov.uk</a>	<a href="#"><i>Guidance notes for Local Authorities Children's Services Department when applying for passports on behalf of Children (September 2023)</i></a>
1.21	<b>Designated Manager (Placement Orders)</b> The manager who can authorise an application for a Placement Order.	<b>Post title:</b> Assistant Director Children's Social Care and Early Help. Assistant Director Practice Improvement and Quality <b>Contact details:</b> <a href="mailto:Adam.Davis@wokingham.gov.uk">Adam.Davis@wokingham.gov.uk</a> <a href="mailto:Estelle.Kelleway@wokingham.gov.uk">Estelle.Kelleway@wokingham.gov.uk</a>	4.2 Placements

	Accountabilities	Responsible Officer	Procedure Ref.
1.22	<p><b>Designated Manager (Private Fostering)</b></p> <p>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.</p>	<p><b>Post title:</b></p> <p>Head of Service Corporate Parenting, Care, and Transition</p> <p><b>Contact details:</b></p> <p><a href="mailto:Isabel.Prinsloo@wokingham.gov.uk">Isabel.Prinsloo@wokingham.gov.uk</a></p>	3.5.2 Private Fostering
1.23	<p><b>Designated Manager (Secure Accommodation)</b></p> <p>The manager who can authorise:</p> <p>A placement of a Child Looked After in secure accommodation 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><b>Post title:</b></p> <p>Director of Children's Services</p> <p><b>Contact details:</b></p> <p><a href="mailto:Emma.Cockerell@wokingham.gov.uk">Emma.Cockerell@wokingham.gov.uk</a></p>	4.2.5 Placements in Secure Accommodation on Welfare Grounds

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	Accountabilities	Responsible Officer	Procedure Ref.
	<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>		
1.24	<p><b>Designated Manager (Special Guardianship)</b></p> <p>The manager who can authorise Special Guardianship as the permanence plan for a Child Looked After.</p>	<p><b>Post title:</b></p> <p>Head of Service Corporate Parenting, Care, and Transition</p> <p>Head of Service Help and Protection</p> <p>Head of Service Children with Disabilities Services</p> <p>Head of Service Helping Early, Community and Prevention</p> <p><b>Contact details:</b></p> <p><a href="mailto:Isabel.Prinsloo@wokingham.gov.uk">Isabel.Prinsloo@wokingham.gov.uk</a></p> <p><a href="mailto:Kimberley.Fontana@wokingham.gov.uk">Kimberley.Fontana@wokingham.gov.uk</a></p> <p><a href="mailto:Kelli.Scott@wokingham.gov.uk">Kelli.Scott@wokingham.gov.uk</a></p>	<p>4.1.5 Permanence Planning Guidance</p> <p>5.3 Special Guardianship</p>

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	Accountabilities	Responsible Officer	Procedure Ref.
1.25	<p><b>Designated Manager (Special Guardianship Support)</b></p> <p>The manager who can authorise the level of special guardianship support to be provided, including financial support to special guardians.</p>	<p><b>Post title:</b></p> <p>Head of Service Corporate Parenting, Care, and Transition</p> <p><b>Contact details:</b></p> <p><a href="mailto:Isabel.Prinsloo@wokingham.gov.uk">Isabel.Prinsloo@wokingham.gov.uk</a></p>	5.3 Special Guardianship
1.26	<p><b>Nominated Officer (Disruption of Education)</b></p> <p>The manager who can authorise the change of placement affecting a Child Looked After in Key Stage 4.</p>	<p><b>Post title:</b></p> <p>Head of Service Corporate Parenting, Care, and Transition</p> <p>Head of SEND</p> <p><b>Contact details:</b></p> <p><a href="mailto:Isabel.Prinsloo@wokingham.gov.uk">Isabel.Prinsloo@wokingham.gov.uk</a></p> <p><a href="mailto:Jamie.Conran@wokingham.gov.uk">Jamie.Conran@wokingham.gov.uk</a></p>	<p>4.1.6 Placement Planning and Disruption Meetings</p> <p>4.5.1 Education of Children with a Social Worker, Children in Care and Previously Looked After Children</p>
1.27	<p><b>Nominated Officer (Fostering for Adoption)</b></p> <p>The person who can authorise Fostering for Adoption.</p>	<p><b>Post title:</b></p> <p>Head of Service Corporate Parenting, Care, and Transition</p> <p>Head of Service Help and Protection</p>	5.2.16 Early Permanence: Fostering for Adoption, Concurrent Planning and Temporary Approval as Foster Carers of Approved Prospective Adopters

	Accountabilities	Responsible Officer	Procedure Ref.
		<b>Contact details:</b> <a href="mailto:Isabel.Prinsloo@wokingham.gov.uk">Isabel.Prinsloo@wokingham.gov.uk</a> <a href="mailto:Kimberley.Fontana@wokingham.gov.uk">Kimberley.Fontana@wokingham.gov.uk</a>	
1.28	<b>Nominated Officer (Out of Area Placements)</b> The manager who can authorise the placement of a Child Looked After outside the area of the local authority.	<b>Post title:</b> Assistant Director Children's Social Care and Early Help. <b>Contact details:</b> <a href="mailto:Adam.Davis@wokingham.gov.uk">Adam.Davis@wokingham.gov.uk</a>	4.2.6 Out of Area Placements
1.29	<b>Nominated Officer (Immediate Placement of a Child Looked After with Connected Person)</b> 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.	<b>Post title:</b> Assistant Director Children's Social Care and Early Help. <b>Contact details:</b> <a href="mailto:Adam.Davis@wokingham.gov.uk">Adam.Davis@wokingham.gov.uk</a>	4.2.2 Placements with Connected Persons

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	Accountabilities	Responsible Officer	Procedure Ref.
1.30	<p><b>Nominated Officer (Placement of a Child Looked After subject to Care Order or Interim Care Order with Parents)</b></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 child was to reside immediately before the Care Order.</p>	<p><b>Post title:</b></p> <p>Assistant Director Children's Social Care and Early Help.</p> <p><b>Contact details:</b></p> <p><a href="mailto:Adam.Davis@wokingham.gov.uk">Adam.Davis@wokingham.gov.uk</a></p>	4.2.1 Placements with Parents