**(NB – Another officer of the same level will take responsibility for the decision in the absence of the relevant officer unless otherwise stated)**

|  |  |  |
| --- | --- | --- |
| Issue | Accountable Officer | Who needs to know |
| **Access to User Records** |
| * Access by Members
* Legal/Police
* Non-directorate staff
* Service User
 | DirectorSolicitor to CouncilHead of Service (HOS)/Disability Head of Service (DM) Corporate Parenting Managers (CPM)Safeguarding Manager (SM) Team Manager (TM) | Line manager in contentious cases |
| **Complaints/Medic Enquiries** |
| Complaints from Councillors/MPs | Deputy Directors | Director |
| General Enquiries from Councillors/MPs | Head of Service/Safeguarding Manager/Disability Head of Service, Corporate Parenting Manager. (These are all Tier 3 Managers) | Deputy Directors (Children’s Social Care/Safeguarding and Corporate Parenting)  |
| **Media*** Positive
* Routine/Neutral

 - Sensitive | Head of Service/Disability Head of Service/Corporate Parenting Manager/Safeguarding ManagerDeputy Director | Media ManagerMedia Manager/Deputy DirectorMedia Manager/Deputy Director |
| **Complaints** |
| **Stage 1*** All complaints
* If from a child/young person
* If involves an agency placement
 | Team Managers for child /family, Complaints OfficerIndependent Reviewing Officer/Independent Child Protection Chair for those on Child Protection plan/Children We Care For Team Managers, Complaints & for child & or fostering/residential in house Placement Service Manager, Team Manager for child, Complaints OfficerComplaints Manager/Complaints Officer/Placement Services Manager | * Head of Service
* Children’s advocate
* IRO and Safeguarding Manager (if complaint from child)

Children's advocate |
| **Stage 2** * Appoint Investigating Officer
* Appoint Independent Person (Children Act)
* Finalise Investigating Officers Report
* Respond to complainant/action recommendations
 | Complaints Manager/Complaints Officer Complaints officerHead of Service/Disability Head of Service/Corporate Parenting Manager/Safeguarding manager – relevant service area | Deputy Director or Head of ServiceTeam Managers – child and Placements (Fostering and residential & Corporate Parenting Manager if CWCF) |
| **Stage 3 Panel*** Appoint Chair & Panel Members
* Attend Panel as representative of CEF
* Respond to panel /action recommendations
 | Complaints Manager/OfficerRelevant Area ManagerDeputy Director | Safeguarding Manager if complaint from childDirector |
| Appoint to list of Independent Panel Chairs | Complaints Manager/Officer | Director |
| Appoint to list of Independent persons | Complaints Officer/Manager | Safeguarding Manager if complaint from a child/Deputy Director |
| Appoint Solicitor to the Council appointee to Panel | Solicitor to Council | Deputy Director/Director |
| **Contact/Safeguarding** |
| * Decision re referral threshold
 | Senior Practitioner | Team Manager |
| **Single Assessment** |
| * Authorise
* Agree visit to child/family
* Sign off/agree plan
 | Senior PractitionerSenior PractitionerTeam Manager | Team ManagerTeam ManagerAssistant Team Manager |
| **Section 47** |
| * Authorise enquiries/strategy meeting
* Suspend/NFA
 | Team Manager/Assistant Team ManagerTeam Manager/Assistant Team Manager | Ofsted & Fostering /Adoption Service Placement Duty/ Manager If carers involved |
| **Plans**Authorise deviation from CP plan | Team Manager | Independent Child Protection Chair/Core Group |
| **Critical Incident*** Reporting
* Agree action

Take action | Team ManagerSafeguarding Manager/Head of Service/Disability Head of ServiceSafeguarding Manager/Head of Service/Disability Head of Service | Independent Child Protection Chair/Deputy Directors (CSC and Safeguarding) |
| **Children We Care For*** Standards of Care Investigation
* Permission to leave child in placement pending investigation
 | Team Manager – Local Area Designated Officer (LADO)/Independent Reviewing Officer/Service Manager FosteringService Managers Fostering/Head of Service/Disability Head of Service | Safeguarding ManagerCorporate Parenting ManagerDeputy Director (CSC and Safeguarding) |
| **Conferences*** Authorise Child Protection Conferences
* Authorise delay to initial Child Protection Conference (15+ working days
* Authorise repeat Child Protection Conferences
 | Team Manager/Independent Child Protection ChairQuality Assurance Service Manager/Head of Service Head of Service/Disability Head of Service | Social workerHead of Service/Disability Head of Service Safeguarding & Quality Assurance Service Manager  |
| Interim termination of Placement and Carers’ Registration | Relevant Placement Manager/Independent Reviewing Officer/Corporate Parenting ManagerFostering Team Manager, Children’s Team Manager and Independent Reviewing Officer | Ofsted\*/DfE/Head of Service/Disability Head of Service/Fostering Team and Service Manager, Placement Service Manager\*depending on circumstances |
| Deregistration of carers | Agency Decision Maker | Fostering Service ManagerFostering Team ManagerFoster Carer Register (Fostering Network)\*OFSTED |
| Notifiable Events |
| * Notifications of placements beginnings & endings (Reg 13)
 | Placement Service | PCT for area in which child is placed, Virtual School/parents/school, LAC nurse, embassy for foreign national and Placements Service |
| * Notification of Child Death Overview process (CDOP)
 | Safeguarding Manager/Multi Agency Safeguarding Hub (MASH) | Deputy Director, Safeguarding and Corporate Parenting |
| * Notification to Ofsted of death/serious harm of a child except by natural causes
* Accommodated child
* Child with suspicion of abuse
* Child on Child Protection plan
* Any other on Council's premises
 | Head of Service and Safeguarding Manager | OFSTED, Deputy Directors/Head of Service Corporate Parenting/Director/OSCB Business Manager |
| * The Fostering Services (England) Regulations 2011 (Regulation 36)
 | Fostering Team Manager/ Service Manager/Safeguarding & Quality Assurance Service Manager | Safeguarding Manager/Corporate Parenting Manager  |
| * The Children’s Homes (England) Regulations 2015 (Regulation 40)
 | Children’s Team Manager, Assistant Manager (unless serious injury/ death in which case must go via LADO) | Corporate Parenting Manager/Safeguarding Manager, Placement Service |
| Missing Children |
| * Children and Young People missing for more than 24hrs
* Foster Care
* CYP on a CP plan
* Residential notification to Police
* Child in Care missing for more than 24 hours
* Releasing Information for wider publicity
* Authorising Recovery Order application for missing child who is in care, the subject of a EPO or in police protection- *sec 50 1989 CA*
 | Team Manager for other Local Authority children/Team Manager of allocated team for local childrenEmergency Duty Team/Social WorkerAllocated Social WorkerHead of HomeChildren’s Team Manager Head of ServiceHead of Service/Disability Head of Service | Independent Chair, Parents, Social Workers, link workerHead of Service/Independent Child Protection Chair/Team ManagerTeam Manager for child and social workerDeputy Director, Corporate Parenting Manager, Area Manager, Duty Manager and Lead memberDirectors, Placement Service, Corporate Parenting Manager Director/Deputy Director, Corporate Parenting Manager (unusual circumstances or over 4 days) |
| Placement with Parents |
| * of a child with parent from Court following

the Interim Care Order- Reg 17* of a child in care with parents who is also on a Child Protection Plan
* Terminations of placements for accommodated child (sec 20)
 | If plan authorised by the court: Team Manager and Independent Reviewing OfficerIf variation and placement to last more than 24 hrs, Head of Service and Independent Reviewing Officer following full assessmentTeam Manager, Head of Service/Disability Head of Service & Independent Reviewing Officer/Child Protection ChairIndependent Reviewing Officer via review/Team Meeting for child | Placement ServicePlacement ServicePlacement Service, Head of Service where relevant |
| Private Fostering |
| * Disqualification of Private Fostering
* Prohibition of Private Fostering
* Authorisation of Funding
 | Fostering Team ManagerFostering Service Manager | Head of Service/Disability Head of Service/Fostering Service ManagerRelevant Children’s Team Manager/Finance |
| CHILDREN LOOKED AFTER/ CHILDREN WE CARE FOR - LEGAL NB Please note that the New Care Planning regulations 2010 gives delegated authority to the carers/ Residential homes via the Care, Placement or Pathway Plans  |
| Issue Accountable Officer Who needs to know |
| Emergency Protection Orders - *Sec 44 1989* CA |
| * Authorisation/Application
* Allow order to lapse
 | Head of Service/Disability Head of ServiceTeam Manager | Disability Head of Service/Head of Service/Social Worker/Placement Service/Child Protection Chair/Independent Reviewing Officer |
| Child Assessment Orders - *Sec 43 CA 1989* |
| * Authorisation
 | Head of Service/Disability Head of Service via Legal Proceedings Panel | Child Protection Chair/Independent Reviewing Officer for child, Relevant Head of Service, Corporate Parenting Manager |
| Care Proceedings - *Sec 31 CA 1989* |
| * Authorisation
* Endorsement of final care plan (including application for supervision order (SO) and or extension of SO)
* Endorsement of final care plan where external resource required (4.2.4)
* Withdrawal
* Variation/ Revocation of Care order - Sec 39 CA 1989
 | Head of Service/Disability Head of Servicevia Legal Proceedings Panel Team Manager and Independent Reviewing Officer via Statutory CWCF reviewIndependent Reviewing Officer via Statutory CWCF review, Entry to care Panel, Corporate Parenting Manager & Head of Service/Disability Head of Service (If joint funding is required with Health- Placement and Commissioning panel)Independent Reviewing Officer via Statutory review & HOSIRO via Statutory CWCF review & Team Manager/Head of Service | IRO for child, Relevant Head of Service Head of Service/Placement servicePlacement Service Manager/Team Managers for Child/Fostering Service Managers if relevant |
| Change of Name for CLA/CWCF |
| * Permission for CYP (looked after) on a CO to change their name/ be known under a different name
 | HOS with parental or court consent | Team ManagersIRO |
| Marriage of a LAC/CLA |
| * Permission of a CYP on a Care Order to marry- *sec 33 1989 CA*
 | Director CEF | Parents, IRO |
| Secure - sec *25 CA 1989*  |
| * Placement in secure up to (up to 72 hours)
* Application to court
* Application to DfES (Child under 13)

Review of secure order | HOS/DHOS/Corporate Parenting ManagerHOS/Corporate Parenting ManagerDeputy DirectorSecure Review Chair/IRO/QA Service Manager/TM | Director, Deputy Director, Corporate Parenting Manager, IRO for child, TM for childIRO for child, Head of Service/ TM for child/ Director/Corporate Parenting ManagerHOS/DM/ IRO for child/Children/Young Peoples Advocate/ TM for child/Corporate Parenting Manager |
| Special Guardian/Residence Orders (CLA) |
| * Authorisation
 | Service Manager Fostering and Adoption /Team Manager for the child | IRO for child, Head of Service/ Fostering TM and Placement Service |
| Accommodation - *Sec 20 1989 (looked after status) -* Notifications of Placements CA 1989- 2010 are updated by Placement Service and so team must be notified of all changes |
| * Foster placement
* OCC Residential Establishment
* Emergency Placements with non-approved carers (up to 24 hours)
* With family/friends outside system (not looked after, with parents’ consent)
* Child in long-term or adoptive placement subject to Panel recommendations
* Young Offender remanded to LA outside Social Care provision
* Placement of a Looked After Child/Care leaver in B&B
* Agency Residential/Independent fostering placement
* If joint funding from health is required
* Post 18 funding for staying in placement
 | Entry to Care panel/Deputy directorFostering ADM/SafeguardingManager/Corporate Parenting ManagerTeam Manager/Fostering Service Manager/HOS where relevant CPMTeam/Service Manager Fostering/AdoptionEntry to Care panel/Deputy DirectorHOS/ Corporate Parenting Manager/DHOS/DDEntry to Care panel/Deputy DirectorPlacement and commissioning panelFostering Service Manager via CWCF review and Deputy Director | IRO & Placement Service, Corporate Parenting manager DDs/HOS/DHOS/Placement ServiceHOS/DHOS/Placement ServiceIRO/HOS/Placement ServiceRelevant HOS/DM/Placement dutyIROPlacement service/IROPlacement service/ Corporate Parenting Manager Placement service/TMs/IROCorporate Parenting manager/HOS/DHOS |
| Placements out of area CA 1989 (2010) reg 11 |
| * Authorisation
 | Entry to Care panel/Deputy Director | IRO/TMs/Placement service in emergency IROs to be informed within 5 days) |
| * Avoidance of disruption of education in Yr 10 &11 - CA1989- CA regs 2010 P3 -10
 | Corporate Parenting Manager/IRO/HOS/DHOS/Virtual School | Placement service Vulnerable learners lead and Virtual School head teacher |
| Funeral Arrangements of a Looked After child |
| * Authorisation
 | TM with parents | HOS/DHOS/Corporate Parenting Manager/Safeguarding Manager/IRO |
| Allocation of Respite care  |
| * Authorisation
 | Disability Head of Service (via priority panel) | Social Worker, Parents |
| Contact - CA 1989- 2010 Reg 8 |  |  |
| * Authorise contact with parents 34 (1)
 | TM or court/HOS | IRO/Relevant Placement TM |
| * Decision to apply for an order to refuse contact
 | TM/HOS | IRO/Relevant Placement TM |
| * Refusal of Contact - sec 34 (6) (only permissible in cases where a ICO/CO exists in emergencies up to 7 days
 | HOS/TM | Child/ parents/IRO (letter from HOS to contain date of decision, duration and complaints process) |
| * For CYP voluntarily accommodated
 | Parents/TM | Child's social worker/IRO |
| Decision to withhold whereabouts of a child on a CO to person (normally a parent) - sch 2 S 15 (4) |
| * Authorisation only permissible if CYP is on a CO
 | TM/HOS | IRO - if decision is made in an emergency, Placement teams and managers |
| Medical Consent and Treatment |
| * Consent to routine medical treatment
* Consent to surgery for child in care if parents agree and in accordance with medical advice
* Otherwise
* Authorise testing for blood born virus
* Terminations
 | Parents or, for Local Authority, TM (Parents’ agreement will be incorporated in placement plan and consent form)TM/HOSHOS/DHOSTeam Manager/parentsHOS/DHOS | Parents, Social WorkerFostering TM/Service Manager/Safeguarding Manager/Residential home Manager/ Placement service for a CYP in agency placementsIROCorporate Parenting Manager/Deputy Director/IROTMs fostering & social workers, Deputy Director |
| Funeral Arrangements |
| * Funeral arrangements following the death of LAC/CLA
 | TM in conjunction with parents  | IRO/HOS/DHOS |
| Holidays/Extended Periods of Absence |
| Application for a passport | TM child with parents' consent- need to go to court if parents do not permit |  |
| Holidays CLA, UK and Abroad* Up to one month
* over one month
 | TM child with parents' consent- need to go to court if parents do not permit | Corporate Parenting Manager/Placement Service/IRO |
| Emigration or extended period of absence  | HOS/DHOS | Deputy Director, Secretary of State, Parents Director/IRO |
| Application to court for a CLA/CWCF to live outside England or Wales | HOS/DHOS | Deputy Director/Corporate Parenting Manager/IRO |
| Residential school trips | Head of Home (Registered Manager), Foster Parent via Placement Plan | IRO/Child’s parent(s) if appropriate/ Supervising Social Worker/Team Manager/Social Worker |
| Sleepovers with a friend | Foster carer or Head of Home (RM) | Social worker and key worker |
| FOSTERING & ADOPTION PANEL |
| Issue | **Accountable Officer** | **Who needs to know** |
| Approvals of carers |
| * Authorisation
 | Safeguarding & Quality Assurance Service Manager (SQASM) Manager are the Agency Decision Makers (ADM) | Fostering Panel Chair, Panel Advisor and Fostering Managers |
| * Unresolved disagreement between panel and decision maker
 | Safeguarding Manager & if Safeguarding Manager is decision maker/Deputy Director | Corporate Parenting Manager/Fostering Service Manager/Lead Member |
| Exemption of approval * over numbers of children (if total over 3)
 | Fostering Service Manager | Fostering Manager’s admin support (carers must have written agreement for over 3 children placed) |
| * Extension of approval (wider approval in emergency)
 | Fostering Service Manager (for 6 days only)Fostering Team Manager | As above Panel, Placement Service Manager and relevant Fostering Team Manager and relevant Children’s Team Manager |
| Linking |
| * Authorisation
 | Fostering/Adoption (& Permanence) Panel recommends and Agency Decision maker confirms | Supervising Social Worker |
| Approval of Connected Person (F&F)  |
| * Same day
 | Agency Decision Maker (Safeguarding & Quality Assurance Service Manager) | Placement Service, Fostering TM, Fostering Panel Admin |
| * 2 days – 16 weeks
 | Agency Decision Maker (SQASM) Fostering Panel | Placement Service/Fostering Administrator/Fostering TM/ Advisor |
| * 16 -24 weeks
 | Agency Decision Maker (SQASM)Fostering Panel | Panel Administrator/ Placement Duty Team/Social Workers/Fostering TM |
| * to Fostering Plus
 | Fostering Plus Panel/Fostering service Manager | Team Managers, Link Workers and Social Workers for child, if appropriate. Carers. Foster Care Register |
| * permanent change of status
 | If to a less onerous task or due to child in placement growing older, Family Placement TM Manager. Otherwise, Fostering Panel. | Carers and Child’s Social Workers. Foster Care Register |
| Adoption |
| * Approvals
 | Agency Decision Maker/Adoption Panel/Safeguarding Manager | Adopters/Adoption staff |
| * Unresolved disagreement between panel and decision maker
 | Safeguarding Manager & if Safeguarding Manager is decision maker Deputy Director | Corporate Parenting Manager/Adoption Service Manager/Lead Member |
|  | **FINANCE: CLIENTS** |  |
| Issue | **Accountable Officer** | **Who needs to know** |
| Costs to support placements |
| Set up costs for Long Term Placements | Adoption/Fostering Manager | Corporate Parenting Manager, Relevant Social Workers and carers |
| Car loans for foster carers | Corporate Parenting Manager for over £10,000 | Service Manager Fostering |
| House Loans/ extensions | Deputy Director/Lead Member (for over £25,000) except DFG)/Director of Finance & DCS | TMs Fostering/Adoption Social Worker |
| Foster care expenses | Fostering Team Managers (Under £1,000)Over 1,000 Service Manager Fostering | Social Workers |
| Transport requests | Relevant Service Managers for total packages over £1,000 | Relevant Budget holders |
| Adoption support | Adoption Manager (under £1,000) over Service Manager Adoption Corporate Parenting Manager | Relevant Team Manager |
| Leaving Care |
| * 16 plus finance for CWCF/CLA/ rents and accommodation/placements
* Allowances etc.
 | Corporate parenting Manager/TMs CWCF teams TMs | Placement Service/Relevant social workers, carers and young peopleSocial worker/Leaving Care Personal Assistants |
| Tenancy agreements U18s | Relevant HOS/DHOS | Team Manager |
| Other Expenditure |
| CLA/CWCF | CLA Team Managers (under £1,000) over CWCF SM | Social Worker and relevant Team Manager |
| Family support for families outside CWCF | Relevant Team Manager (under £1,000) Relevant HOS manager over (£1,000) | Relevant Senior Practitioner have delegated responsibility in their absence |
| Additional Financial Requests – see guidance in Financial handbook/ SAP charts | Budget Holder | Budget Holder & Relevant Social Workers |
| Finance: Residential Establishments |
| Spend outside budget heading | Head of Home | Management Accountant/Finance Business Partner CEF/Corporate Parenting manager |
| Items of equipment over £200 | Head of Home | Deputies, Social Workers/carers |
| Overspends | Corporate Parenting Manager | Management Accountant/Finance Business Partner CEF, Social Workers and carers |
| Notification of accounting errors or unaccountable funds | Manager | Corporate Parenting Manager/Deputy Director/ Management Accountant |
| Young person’s clothing | Key worker/ Manager | Social Workers and relevant carers |
| Deductions from pocket money | Shift leader via Measure of Control | Social Worker/Key worker |
| Incentive scheme spending | Key worker in line with establishment guidelines | Social Worker/Key Worker and other carers |
| Spending on a young person outside pocket money/incentive scheme, | Manager and Team Manager for the young person |  |
| Police Involvement in Residential Establishments |
| Call for assistance | Shift leader/ Foster Carer | EDT, social workers & carers next working day unless serious |
| Decision to press charges:* for assault on staff member
 | Individual staff member/ Manager | Relevant TM for child, Social workers & carers.Managers/MOC. |
| * for vandalism/ criminal damage
 | Head of Home | Relevant TM/social worker for child |
| * serious community episode
 | Head of Home | Corporate Parenting Manager/Deputy Director/EDT |
| Serious Problems |
| Fire, flood, vandalism, burglary  | Head of Service, Duty Manager, Corporate Parenting Manager, Safeguarding Manager | Corporate Parenting Manager/Deputy Director |
| Serious accident or injury to a young person, member of staff or person due to OCC working practices | HOS/DHOS/CPM/Safeguarding Manager | Deputy Director/Director, all relevant /TMs /Head of Home & Social Workers, OFSTED & HR |
| Controversies/Media/Political Interest, which are likely to be taken up with Director by user, Councillor, M.P. | Head of Service, Duty Manager, Corporate Parenting Manager, Safeguarding Manager | Deputy Director/Director |
| Serious Service Risk | Head of Service, Duty Manager, Corporate Parenting Manager, Safeguarding Manager | Deputy Director/Director |

**Administration**

|  |  |  |
| --- | --- | --- |
| Accommodation for new posts  | Recruiting Manager (RM) and Facilities Manager |  |
| Communication Equipment Purchases | Budget holder/Team Manager/ICT | ICT |
| Furniture purchases | Budget HolderFacilities Manager | Area Facilities Manager |
| I.T. Data Back Up | ICT Manager |  |
| Maintenance of equipment | Budget HolderFacilities Manager | Area Facilities Manager |
| Location of existing posts | Team ManagerFacilities Manager | Area Facilities Manager |
| New location for existing posts | Team ManagerFacilities Manager | Area Facilities Manager |
| Office Equipment Purchase | Budget HolderFacilities Manager | Area Facilities Manager |
| Office Systems | Facilities Manager/ICT | Area Facilities Manager/ICT |
| Out of hours alarm call-out rota | Facilities Manager | Key holders |
| Security of office buildings | Facilities Manager | Area Facilities Manager |
| Staff Movements | All staff | Administrators |

**List of Acronyms**

**DCS** Director of Children’s Services

**DD** Deputy Director – Children’s Social Care

**DD** Deputy Director – Safeguarding

**HOS** Head of Service

**DHOS** Disability Head of Service

**SM** Safeguarding Manager

**CWCF SM** Children We Care For Service Manager

**DM** Duty Manager

**TM** Team Manager

**ATM** Assistant Team Manager

**SP** Senior Practitioner

**LCPA** Leaving Care Personal Assistant

**CLA** Child Looked After

**CWCF** Children We Care For

**RM** Registered Manager

**IRO** Independent Reviewing Officer

**CPC** Child Protection Chair

**SQASM** Safeguarding & Quality Assurance Service Manager

***For HR and Health and Safety Schemes of Delegation see separate document***.