**(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 | Director  Solicitor to Council  Head 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 Manager  Deputy Director | Media Manager  Media Manager/Deputy Director  Media 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 Officer  Independent 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 Officer  Complaints 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 officer  Head of Service/Disability Head of Service/Corporate Parenting Manager/Safeguarding manager – relevant service area | Deputy Director or Head of Service  Team 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/Officer  Relevant Area Manager  Deputy Director | Safeguarding Manager if complaint from child  Director |
| 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 Practitioner  Senior Practitioner  Team Manager | Team Manager  Team Manager  Assistant Team Manager |
| **Section 47** | | |
| * Authorise enquiries/strategy meeting * Suspend/NFA | Team Manager/Assistant Team Manager  Team 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 Manager  Safeguarding Manager/Head of Service/Disability Head of Service  Safeguarding 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 Fostering  Service Managers Fostering/Head of Service/Disability Head of Service | Safeguarding Manager  Corporate Parenting Manager  Deputy 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 Chair  Quality Assurance Service Manager/Head of Service  Head of Service/Disability Head of Service | Social worker  Head 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 Manager  Fostering 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 Manager  Fostering Team Manager  Foster 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 children  Emergency Duty Team/Social Worker  Allocated Social Worker  Head of Home  Children’s Team Manager  Head of Service  Head of Service/Disability Head of Service | Independent Chair, Parents, Social Workers, link worker  Head of Service/Independent Child Protection Chair/Team Manager  Team Manager for child and social worker  Deputy Director, Corporate Parenting Manager, Area Manager, Duty Manager and Lead member  Directors, 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 Officer  If variation and placement to last more than 24 hrs, Head of Service and Independent Reviewing Officer following full assessment  Team Manager, Head of Service/Disability Head of Service & Independent Reviewing Officer/Child Protection Chair  Independent Reviewing Officer via review/Team Meeting for child | Placement Service  Placement Service  Placement Service, Head of Service where relevant |
| Private Fostering | | |
| * Disqualification of Private Fostering * Prohibition of Private Fostering * Authorisation of Funding | Fostering Team Manager  Fostering Service Manager | Head of Service/Disability Head of Service/Fostering Service Manager  Relevant 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 Service  Team 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 Service  via Legal Proceedings Panel  Team Manager and Independent Reviewing Officer via Statutory CWCF review  Independent 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 & HOS  IRO via Statutory CWCF review & Team Manager/Head of Service | IRO for child, Relevant Head of Service  Head of Service/Placement service  Placement 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 Managers  IRO |
| 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 Manager  HOS/Corporate Parenting Manager  Deputy Director  Secure Review Chair/IRO/QA Service Manager/TM | Director, Deputy Director, Corporate Parenting Manager, IRO for child, TM for child  IRO for child, Head of Service/ TM for child/ Director/Corporate Parenting Manager  HOS/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 director  Fostering ADM/Safeguarding  Manager/Corporate Parenting Manager  Team Manager/Fostering Service Manager/HOS where relevant CPM  Team/Service Manager Fostering/Adoption  Entry to Care panel/Deputy Director  HOS/ Corporate Parenting Manager/DHOS/DD  Entry to Care panel/Deputy Director  Placement and commissioning panel  Fostering Service Manager via CWCF review and Deputy Director | IRO & Placement Service, Corporate Parenting manager  DDs/HOS/DHOS/Placement Service  HOS/DHOS/Placement Service  IRO/HOS/Placement Service  Relevant HOS/DM/Placement duty  IRO  Placement service/IRO  Placement service/ Corporate Parenting Manager  Placement service/TMs/IRO  Corporate 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/HOS  HOS/DHOS  Team Manager/parents  HOS/DHOS | Parents, Social Worker  Fostering TM/Service Manager/Safeguarding Manager/Residential home Manager/ Placement service for a CYP in agency placements  IRO  Corporate Parenting Manager/Deputy Director/IRO  TMs 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 people  Social 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 Holder  Facilities Manager | Area Facilities Manager |
| I.T. Data Back Up | ICT Manager |  |
| Maintenance of equipment | Budget Holder  Facilities Manager | Area Facilities Manager |
| Location of existing posts | Team Manager  Facilities Manager | Area Facilities Manager |
| New location for existing posts | Team Manager  Facilities Manager | Area Facilities Manager |
| Office Equipment Purchase | Budget Holder  Facilities 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***.