



**Children & Families Service: Scheme of Delegated Authority
March 2018**

ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON
See also: Guide to SW/CSW Responsibilities for possible roles for CSW, SW, NQSW and Students		
1. Children in Need 2. Child Protection 3. Court Proceedings 4. Decision to Accommodate/ Discharge 5. Looked after Children: A. Making Placements B. Contact & the role of Parents C. Health	6. Fostering and Permanence 7. Care Leavers 8. Finance 9. Other	
	D. Key decisions/authorisations E. Delegation of authority/PR F. Notifications	
1. CHILDREN IN NEED		
Signing off Single Assessment	SW Signs; CSW countersigns	District Safeguarding Manager / Service Manager in the absence of any CSW
Signing Off Missing from Home exemplars	CSW	Safeguarding District Manager
Request support from early help via Transfer meeting	District Safeguarding Manager / Service Manager	CSW
Request for planned weekend work	District Manager Safeguarding to District Manager EH or relief pool	Cover District Managers
Chair Child in Need meetings	CSW/SW (variable – see Guide*)	CSW countersigns minutes and plans
Authorise specialist assessment (requiring funding)	TARP	TARP
Signing Residential Assessment agreements	HOS	HOS
Complex Case Reviews	CSW / TM	District Safeguarding Manager
Disabled CYP – Eligibility for Assessment (within MASH)	CSW / TM	Disability Service Manager
Disabled CYP – Eligibility for Services following assessment	CSW / TM	Disability Service Manager
Use of B&B for young person (16+) refusing s20 but with nowhere to reside in an emergency (Max 1 night only whilst CSC assess/liase with housing)	HOS (and then Assistant Director CS to agree any extension)	HOS

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Private Fostering (a) Approve assessment of private foster carers	TM Kinship	Service Manager (Fostering)
Private Fostering (b) Where assessment includes recommendation to prohibit carer or impose requirements; where carer is disqualified; consideration of continuation of placement with disqualified carer. Also, proposal to vary or remove requirements.	Service Manager (Fostering) with legal advice	HoS (LAC)
2. CHILD PROTECTION		
Initiate S47 enquiries	TM/CSW	District Safeguarding Manager / Service Manager
Approving outcome of S47 enquiries	District Safeguarding Manager / Service Manager	HOS/ Lead SEND Social Care Manager
Chair S47 case discussions and Strategy meetings	TM/CSW	District Safeguarding Manager / Service Manager LADO
Chair LADO Allegations Management Meeting	LADO	Service Manager (Child Protection)
Chair Complex Strategy Meetings	District Safeguarding Manager / Service Manager/ HoS/LADO	District Safeguarding Manager/ Service Manager / Lead SEND Social Care Manager HOS/ LADO
Request an Initial CP Conference	District Safeguarding Manager / Service Manager	District Safeguarding Manager/ Service Manager / Lead SEND Social Care Manager HOS
Make child subject of a Child Protection Plan	CP Conference. Chair responsible for ensuring decision safeguards child.	Chair to sign minutes to confirm decision
Chair Core Group Meetings	CSW/SW (variable - see Guide*)	CSW/TM
Planning in respect of child where s47 enquiries have not identified likelihood of significant harm	SW/CSW/TM	CSW/District Safeguarding Manager / Service Manager
Remove requirement for a CP Plan	CP Conference. Chair responsible for ensuring decision safeguards child.	Chair to sign minutes to confirm decision
Referral to Serious Case Review	Service Director CS / Head of PQA	Service Director CS/ Head of PQA
Authorise Serious Case Review	Chair of LSCB. Chair to sign off on completion;	Vice-chair of LSCB

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	Service Director CS to sign off SC Review	
Inform member of public of the identity and concerns about a person who is considered a risk to children.	Multi Agency process to be followed ie : 1) MAPPA Process 2) Police Offender Disclosure process 3) Forming a belief process	
3 COURT PROCEEDINGS		
Decision to commence PLO/Care Proceedings	TARP	TARP
Decision to seek EPO	Assistant Director	HOS/ Lead SEND Social Care Manager
Permission to hold Legal Planning Meeting	District Safeguarding Manager / Service Manager	HOS/ Lead SEND Social Care Manager
Permission to have short Legal discussion	District Safeguarding Manager / Service Manager	HOS/ Lead SEND Social Care Manager
Decision to endorse and sign off Interim Care Plan	District Safeguarding Manager / Service Manager	District Safeguarding Manager / Service Manager
Decision to endorse the Care Plan for the final hearing <i>NB: Only the Agency Decision Maker has the authority to change endorsed panel decision, i.e. plan for adoption etc.</i>	District Safeguarding Manager / Service Manager	District Safeguarding Manager / Service Manager
Decision to apply for discharge or variation of a Care or Supervision Order or Emergency Protection Order.	District Safeguarding Manager / Service Manager	HOS/ Lead SEND Social Care Manager
Decision to apply for a Recovery Order (child subject of CO/ICO or EPO or in Police Protection)	District Safeguarding Manager / Service Manager after legal advice	HOS / Lead SEND Social Care Manager
Sign off court statements in proceedings	CSW (following both District Safeguarding Manager / Service Manager and Legal oversight)	District Safeguarding Manager / Service Manager
Section 7 Reports – Sign Off	CSW	District Safeguarding Manager / Service Manager
Section 37 Reports – Sign Off	District Safeguarding Manager / Service Manager (TARP if care proceedings recommended)	HOS/ Lead SEND Social Care Manager
Authority to apply for a Secure Accommodation Order	Executive Director P&C to chair Secure Accommodation Panel	Service Director CS

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4 DECISION TO ACCOMMODATE / DISCHARGE		
Decision to accommodate Child in an emergency	HOS / Lead SEND Social Care Manager	HOS / Lead SEND Social Care Manager
Decision to accommodate child in a planned manner	TARP	TARP
Sign off TARP Applications	HOS	District Safeguarding Manager / Service Manager
Authorisation for placement out of county	HOS	Assistant Director: CS
Authorisation for placement 'At a Distance'	Director	Assistant Director
Disabled Childrens Panel: authorise short breaks (residential or Link); continuation of short break	Service Manager/Disabled Childrens Panel	HOS/ Lead SEND Social Care Manager
Consultation when parent plans to discharge a child from accommodation (Note: urgent consideration required; see Ceasing to look after a child' procedure)	HOS	HOS/ Lead SEND Social Care Manager
Decision to discharge a child from accommodation: young person aged 16/17	Assistant Director	Director
5 LOOKED AFTER CHILDREN		
A. Making placements		
Agree Emergency placement	Duty Head of Service for out of hours/ EDT	Service Director CS/ Assistant Director CS
Authorise interim purchased placement (emergency, pending TARP application)	HOS	Assistant Director
Authorise planned purchased placement	TARP	Assistant Director
Decision to apply for leave of the Court for a child in care to live outside England and Wales	HOS	Assistant Director
Placement with Parents: authorisation of placement based on Schedule 3 assessment	HOS / Lead SEND Social Care Manager	HOS / Lead SEND Social Care Manager
Emergency placement with Connected Person (pending full Regulation 24 assessment)	HoS	HoS
Placement with a Connected Person: authorisation of placement based on Regulation 24 assessment	HoS, (Report to Service Manager (Fostering) for quality assurance)	HoS
B. Contact and the role of Parents		

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Decision to refuse parental contact with a child (Care Order) – up to seven days in an emergency – when necessary in order to safeguard/promote child's welfare	District Safeguarding Manager / Service Manager in consultation with Legal	HOS/ Lead SEND Social Care Manager
Decision to apply for an order authorising refusal of contact	District Safeguarding Manager/ Service Manager after legal consultation	HOS/ Lead SEND Social Care Manager
Decision to refer for Supervised Contact	CSW	District Safeguarding Manager / Service Manager
Withhold whereabouts of child in care from a person (usually a parent).	District Safeguarding Manager / Service Manager after Legal advice	HOS Lead SEND Social Care Manager
Decision to exclude any person from looked After Review (including someone with PR)	Independent Review Officer	IRO Manager
C. Health		
Notification to a parent that looked after child injured, admitted to hospital, etc	CSW	District Safeguarding Manager / Service Manager
Authorisation of minor and/or routine medical treatment (Care/Placement Order)	Foster/Adoptive Carer, with signed paperwork from HoS/Service Manager and parents (if appropriate)	District Safeguarding Manager / Service Manager
Authorise testing for blood-borne viruses (Care Order)	HOS	Service Director
Emergency medical treatment which may or may not involve general anaesthetic (Care Order)	HOS with consultation with treating Physician and parent if possible. Can be delegated by HOS.	Service Director/ Assistant Director
Out of Hours:	Emergency Duty Team /HOS / Parent(s) with consultation with treating Physician	
Planned medical treatment involving surgery and general anaesthetic (Care Order)	HOS authorisation. CSW / Social Worker to attend hospital to represent CCC	Service Director authorisation
Significant and permanent medical intervention e.g. termination, sterilisation, organ transplant (Care Order)	HOS	Assistant Director
Mental Health Act (To act as nearest relative –Care Order) (Note: If s20 – parent has lead responsibility)	CSW	District Safeguarding Manager / Service Manager

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Decision to withhold or withdraw life preserving medical treatment (Care Order)	Executive Director P&C in consultation with treating physician and parents	Service Director
Review / change End of Life Care Plans	IRO/HoS to Chair meeting; HOS to consult with key people (parents/ others with PR, medical staff, Legal, etc)	HOS / Lead SEND Social Care Manager
Funeral arrangements for a Looked After Child (Note: If s20 – parent has lead responsibility)	District Safeguarding Manager / Service Manager	HOS Lead / SEND Social Care Manager
D. Key decisions/ authorisations		
Permission to go abroad: period of less than 1 month	CSW/TM	District Safeguarding Manager / Service Manager
Passport application (Care Order)	Service Manager/ District Safeguarding Manager	Assistant Director
Criminal Injuries Compensation: a) Approval of application	District Safeguarding Manager / Service Manager after legal advice	HOS
b) Approve appeal against award	Head of Countywide and LAC after legal advice	HOS
c) Delegated person to hold CICA fund	Assistant Director CS	HOS Countywide and LAC Services
Permission for a child to be “known as” another surname (Care Order)	District Safeguarding Manager/Service Manager	Head of Service
Permission to marry or enter a civil partnership (Care Order)	Executive Director P&C	Service Director CS
Permission to join the Armed Forces (Care Order)	Head of Service	Assistant Director
E. Delegation of authority/parental responsibility		
Decision for a child to have a normal social visit overnight	CSW; Can be delegated to foster carer via Placement Information Record / Review / Safety Plan.	
Regular and extended stays with friends	CSW; Can be delegated to foster carer via Placement Information Record / Review / Safety Plan.	
Regular and extended stays with family (For Care Order, see also ‘Placement with Parents’)	CSW	District Safeguarding Manager / Service Manager
Authorisation for school trips for Looked After Children	CSW; Can be delegated to foster carer via Placement Information Record / Review / Safety Plan.	
Delegation of authority for children placed for adoption	Permissions to be identified on Adoption Support Plan before placement commences	
F. Notifications		
Notification following the death of a child looked after/serious harm to a child	CSW/District Safeguarding Manager / Service Manager to inform HOS; HOS to notify: HoS P&Q	

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in a residential unit or a foster carers home (see below for Ofsted)	Exec Director cfa Lead Member Comms Service Director	
Notification to OFSTED of serious harm to a child	Registered Manager with Head of Service, PQA	Service Director CS
Notification of Death of Care Leaver 18+	HOS PQA	Service Director CS
6. Fostering and Permanence		
Authorise Form F for presentation to Panel	CSW	District Safeguarding Manager / Service Manager
Approve Foster Carers	Agency Decision Maker, Fostering, considering Fostering Panel recommendations	ADM Adoption
Terminate approval of foster carers	ADM Fostering, considering Panel recommendations	ADM Adoption
Review of Foster Carer approval	Fostering Panel: end of Year 1 and Year 3, when change to Skills Level proposed and after significant event (inc allegation) Service Manager Fostering: All other annual reviews	
Exemptions for foster carers	Fostering Service Manager/	Head of Countywide and LAC
Variation to terms of approval	ADM Fostering, considering Panel recommendations	ADM Adoption
Permanence – approve CPRs for submission to Panel	District Safeguarding Manager / Service Manager	HOS / Lead SEND Social Care Manager
Permanence - Approve adopters	Agency Decision Maker (Adoption CCA), considering Panel recommendations	
Permanence – Terminate approval of adopters	Agency Decision Maker (Adoption CCA), considering Panel recommendations	
Permanence – Agree adoption allowance	Head of Countywide and LAC	Service Director CS
Payments for: SGO Allowance CAO Allowance FCP for Reg 38	Head of Countywide and LAC	Service Director CS
Approve Plan for Permanence (fostering)	ADM Fostering	ADM Adoption

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Permanence – Agree inter agency adoption placement	Managing director CCA and Head of Countywide and LAC	
Permanence – Remove child from prospective adopters	CSW to convene legal planning meeting.	District Safeguarding Manager / Service Manager
Permission to advertise/appear in media	HOS	Service Director CS
Publicity / Advertising against wishes of those with parental responsibility	HOS	Service Director CS
Arrangement of Disruption Meeting - Adoption	CCA identify chair; SW convenes meeting	
Arrangement of Disruption Meetings: Permanent foster placement	IRO Service Manager PQA	HOS PQA
7. CARE LEAVERS		
Authorise emergency accommodation	District Safeguarding Manager/ Service Manager	Head of Countywide and LAC
Use of B&B accommodation for young person (16+) already looked after	HOS (NB: max 2 nights, Assistant Director to agree any extension)	HOS
Decision on eligibility of young person.	District Safeguarding Manager / Service Manager	Head of Countywide and LAC
Allocate case of 'Former Relevant' young person (over 18 years)	Service Manager	District Safeguarding Manager / Service Manager
Authorisation of Needs Led Assessment for Care Leaver	CSW/TM	District Safeguarding Manager / Service Manager
Apply for National Insurance Number	CSW/TM	District Safeguarding Manager / Service Manager
Agree Pathway Plan (18+)	CSW/TM	District Safeguarding Manager / Service Manager
Chair review of Pathway Plan	CSW/TM	District Safeguarding Manager / Service Manager
Close case of relevant YP	CSW/TM	District Safeguarding Manager / Service Manager
Authorise Leaving Care Grant	CSW/TM	District Safeguarding Manager / Service Manager
Authorise Rent Deposit	CSW/TM	District Safeguarding Manager / Service Manager

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Higher Education Grants (University Entrants)	District Safeguarding Manager/ Service Manager	Head of Countywide and LAC
Unaccompanied trips abroad	District Safeguarding Manager/ Service Manager	Head of Countywide and LAC

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8. FINANCE				
One off Payments (nonrecurring) - Up to £150 on any one family p.a	CSW	District Safeguarding Manager/ Service Manager HOS	District Safeguarding Manager/ Service Manager	BSM
One off Payments (nonrecurring)- up to £1,000 on any one family p.a	District Safeguarding Manager / Service Manager	District Safeguarding Manager/ Service Manager HOS	District Safeguarding Manager/ Service Manager	BSM
Cumulative payment of up to £5000 p.a. per family	District Safeguarding Manager / Service Manager	HoS / Lead SEND Social Care Manager	District Safeguarding Manager/ Service Manager	BSM
Disabled children resources up to £20000 per year per child	District Safeguarding Manager / Service Manager	HOS / Lead SEND Social Care Manager	Service Manager/ HOS	BSM
Disabled children resource above £20000 per year per child	Head of SEND 0-25 / Lead SEND Social Care Manager	Lead SEND Social Care Manager	Lead SEND Social Care Manager	BSM
Fortnightly Carer Payments	Service Manager Fostering	HOS	Head of Countywide and LAC	BSM LAC/ CW
Post adoption expenses as identified in adoption support plan	SM Fostering	HOS	Head of Countywide and LAC	BSM LAC/ CW
Inter-agency adoption expenses	Head of Countywide and LAC	Assistant Director CS	Head of Countywide and LAC	BSM LAC/ CW

Step parent adoption expenses	SM Fostering / Head of Countywide and LAC	Relating to placement, Head of Countywide and LAC	Head of Countywide and LAC	BSM LAC/ CW
Inter country adoption expenses	Head of Countywide and LAC	Assistant Director CS	Head of Countywide and LAC	BSM LAC/ CW
Skills payments	ADM Fostering, considering Fostering Panel advice			BSM LAC

DECISION TO BE DELEGATED	DELEGATED TO	AUTHORISING GROUP
9. OTHER		
CIN Procedures	Each individual procedure 'owned' by specified HoS; Revision coordinated by PQA	CFLT
CP Procedures		
Disabled Children's Procedures		
LAC Procedures		
LSCB Procedures	Head of PQA	LSCB/ CFLT
Fostering Manual	Service Manager Fostering	CFLT
Kinship Manual	TM Kinship	CFLT
MASH Procedures	MASH HOS	CFLT
Authorisation for DBS	All relevant recruiting managers / Human Resources	All relevant recruiting managers / Human Resources
Permission to speak to Media on behalf of CCC	Director People and Communities / Corporate Communications Team	Director People and Communities / Corporate Communications Team

Guide to SW/CSW Responsibilities: Who can do what when

A brief – and not exhaustive - guide to key social work tasks and who can carry them out.

(NB. Any employed person, or student, with a CCC enhanced DBS can carry out direct work with families but statutory CP and LAC visits can only be carried out by HCPC registered Social Workers.)

Task	Student	NQSW in ASYE	Social Worker	Senior Social Worker	Consultant Social Worker
Complete S.A.	Yes (must be checked by qualified social worker)	Yes	Yes	Yes	Yes
CIN 6 weekly visits	Yes shadow & be observed before lone working	Yes	Yes	Yes	Yes
CIN Key Worker	No Must co-work with qualified worker	Yes	Yes	Yes	Yes
Chair CIN meetings	Only if qualified SW present.	Yes, once shadowed and been observed (not initial)	Yes	Yes, inc initial	Yes, inc initial
Section 47 Enquiries (Single or Joint)	No Can shadow	No Follow s 47 pathway and sign-off. Observe	Yes, if training, pathway and sign-off completed.	Yes, if trained.	Yes, if trained.
CP stat visits	No (can carry out additional direct work)	No (can co-work carry out additional direct work)	Yes	Yes	Yes
CP Key Worker	No (can co-work carry out additional direct work)	No (can co-work carry out additional direct work)	Yes	Yes	Yes
Chair Core Group Meetings	No	Not alone CSW/SSW to chair initial, and ASYE must be supported by KW at meetings.	Yes (should shadow and then be observed before first lone chair)	Yes, inc initial.	Yes, inc initial.
Complete conference report	Can contribute, but not responsible for whole report.	Can contribute/complete if co-working.	Yes	Yes	Yes
Attend conference as key worker	No Can observe/contribute if co-working. Observe	No Can contribute if attending with another SW. Observe	Yes.	Yes	Yes
Court reports	No Can co-work and summary of direct work may be included in SW's report.	Yes, but should be less complex (Section 7, for example) and co-work initially.	Yes, should co-work more complex proceedings.	Yes	Yes
Court attendance/ give evidence	Can observe.	Only if Court requested, and always with a SSW or CSW to support. Can observe	Yes, supported by SSW or CSW.	Yes, ideally with CSW support.	Yes
LAC stat visit	No Can carry out additional direct work)	Yes, once shadowed and been observed.	Yes	Yes	Yes
LAC review	Can attend/present with SW.	Yes, once shadowed and been observed.	Yes	Yes	Yes
Adoption work*	Co-work– has to be signed off by worker with adoption experience*	Co-work – has to be signed off by worker with adoption experience*	Yes*	Yes*	Yes*
Supervision of staff	No	No	Only if PE	Yes	Yes
ASYE Assessor	No	No	Only if PE	Yes	Yes
MASH experience	No Observation opportunity	Not as substantive post, but period of experience	Yes	Yes, and unit SSWs could do rota/placement to gain experience of thresholds	No role – could do rota/placement to gain experience of thresholds

* Adoption work should be carried out by the following:

(a) A SW who has at least three years' post-qualifying experience in child care social work, including direct experience of adoption work; or

(b) is supervised by a social worker who—

(i) is employed by the local authority or registered adoption society in question; and

(ii) has at least three years' post-qualifying experience in child care social work, including direct experience of adoption work.