



<b>CHILDREN'S SERVICES</b> <b>SCHEME OF DELEGATED RESPONSIBILITY</b> <b>September 2017</b>	
1. Planning for Children in Need 2. Child Protection 3. Decision to Accommodate 4. Care Proceedings 5. Contact with Parents	6. Looked After Children 7. Care Leavers 8. Criminal injuries Compensation 9. Finance 10. Other

ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON
<b>1. PLANNING FOR CHILDREN IN NEED</b>		
<b>Signing off Single Assessment</b>	SW Sign and CSW countersigns	District Safeguarding Manager / Service Manager in the absence of any CSW
<b>Signing Off Missing from Home exemplars</b>	CSW	Safeguarding District Manager
<b>Request support from early help via Transfer meeting</b>	District Safeguarding Manager / Service Manager	CSW
<b>Request for planned weekend work</b>	District Manager Safeguarding to District Manager EH or relief pool	Cover District Managers
<b>Arrange and Chair Child in Need meetings</b>	CSW/SW	CSW countersigns minutes and plans
<b>Authorise specialist assessment (requiring funding)</b>	TARP	TARP
<b>Signing Residential Assessment agreements</b>	HOS	HOS
<b>Complex Case Reviews</b>	CSW / TM	District Safeguarding Manager
<b>Disabled CYP – Eligibility for Assessment (within MASH)</b>	CSW / TM	Disability Service Manager
<b>Disabled CYP – Eligibility for Services</b>	CSW / TM	Disability Service Manager
<b>Agreement for B&amp;B use for children refusing s20 but has nowhere to reside in an emergency (1 night only whilst CSC assess/liase with housing)</b>	HOS following District Safeguarding Manager agreement	HOS
<b>Private Fostering – Approve assessment of private foster carers</b>	District Safeguarding Manager / Service Manager	HOS
<b>Private Fostering – Designated Officer</b>	TM Kinship	Service Manager Fostering
<b>Private Fostering – Authorise legal action to prohibit private carer from looking after a child or to impose, vary or remove requirements.</b>	HOS in consultation with Legal	Service Director CS

<b>ACTION REQUIRED</b>	<b>DELEGATED TO</b>	<b>IN ABSENCE OF DELEGATED PERSON</b>
<b>2. CHILD PROTECTION</b>		
<b>Initiate S47 enquiries</b>	TM/CSW	District Safeguarding Manager / Service Manager
<b>Approving outcome of S47 enquiries</b>	District Safeguarding Manager / Service Manager	HOS/ Lead SEND Social Care Manager
<b>Chair S47 case discussions and Strategy meetings</b>	TM/CSW LADO for allegations concerning professionals or of organised abuse	District Safeguarding Manager / Service Manager LADO
<b>Chair Complex Strategy Meetings</b>	District Safeguarding Manager / Service Manager	District Safeguarding Manager/ Service Manager / Lead SEND Social Care Manager HOS
<b>Request an Initial CP Conference</b>	District Safeguarding Manager / Service Manager	District Safeguarding Manager/ Service Manager / Lead SEND Social Care Manager HOS
<b>Make child subject to a Child Protection Plan</b>	Chair of CP Conference	Chair of CP Conference to sign conference minutes to endorse decision
<b>Chair Core Group Meetings</b>	SW (2 years post qualified)	CSW/TM
<b>Planning in respect of child where s47 enquiries have not resulted in likelihood of significant harm</b>	SW/CSW/TM	CSW/District Safeguarding Manager / Service Manager
<b>Remove child from being subject of CP Plan</b>	Chair of CP Conference within a multi-agency context	Chair to sign minutes to endorse this decision
<b>Referral to Serious Case Review</b>	Service Director CS / Head of PQA	Service Director CS/ Head of PQA
<b>Authorise Serious Case Review</b>	Chair of LSCB	Chair of LSCB to sign when completed. Service Director CS to sign completed SC Review
<b>Notifications of an offence</b>	Service Manager PQA	HOS PQA
<b>Inform member of public of the identity and concerns about a person who is considered a risk to children.</b>	Multi Agency process to be followed ie : 1) MAPPA Process 2) Police Offender Disclosure process 3) Forming a belief process	

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<b>3. DECISION TO ACCOMMODATE</b>		
<b>Decision to accommodate Child in an emergency</b>	HOS Lead SEND Social Care Manager	HOS Lead SEND Social Care Manager
<b>Decision to accommodate Child in a planned manner</b>	TARP	TARP
<b>Sign off paperwork for CTAPP Applications</b>	CSW	District Safeguarding Manager / Service Manager
<b>Use of B&amp;B accommodation for Children who are already looked</b>	HOS	HOS

<b>after (for 1 night only as a last resort and then Assistant Director CS to agree any extension )</b>		
<b>Decision for placement out of county</b>	HOS	Assistant Director: CS
<b>Disabled Childrens Panel for decisions to agree short breaks via residential service or Link and to authorise continuation of short break</b>	Service Manager/Disabled Childrens Panel	HOS/ Lead SEND Social Care Manager
<b>Decision to discharge a child from accommodation – where the parent has not made the request</b>	HOS	HOS/ Lead SEND Social Care Manager

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<b>4. CARE PROCEEDINGS</b>		
<b>Decision to commence PLO/Care Proceedings</b>	TARP	TARP
<b>Decision to commence proceedings in an emergency i.e. EPO</b>	HOS	HOS/ Lead SEND Social Care Manager
<b>Permission to hold Legal Planning Meeting</b>	District Safeguarding Manager / Service Manager	HOS/ Lead SEND Social Care Manager
<b>Permission to have short Legal discussion</b>	District Safeguarding Manager / Service Manager	HOS/ Lead SEND Social Care Manager
<b>Decision to endorse and sign off Interim Care Plan</b>	District Safeguarding Manager / Service Manager	District Safeguarding Manager / Service Manager
<b>Decision to endorse the Care Plan for the final hearing</b> <i>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
<b>Decision to apply for discharge or variation of a Care or Supervision Order or Emergency Protection Order.</b>	District Safeguarding Manager / Service Manager	HOS/ Lead SEND Social Care Manager
<b>Signing off of court statements in proceedings</b>	CSW (following both District Safeguarding Manager / Service Manager and Legal oversight)	District Safeguarding Manager / Service Manager
<b>Section 7 Reports – Sign Off</b>	CSW	District Safeguarding Manager / Service Manager
<b>Section 37 Reports – Sign Off</b>	District Safeguarding Manager / Service Manager	HOS/ Lead SEND Social Care Manager

<b>ACTION REQUIRED</b>	<b>DELEGATED TO</b>	<b>IN ABSENCE OF DELEGATED PERSON</b>
<b>5. CONTACT WITH PARENTS</b>		
<b>Decision to refuse parental contact with a CYP subject to a Care Order</b> – up to seven days in an emergency – when necessary to do so in order to safeguard/promote child's welfare	District Safeguarding Manager / Service Manager in consultation with Legal	HOS/ Lead SEND Social Care Manager
<b>Decision to apply for an order authorising the Authority to refuse contact</b>	CSW/District Safeguarding Manager/ Service Manager after legal consultation	HOS/ Lead SEND Social Care Manager
<b>Decision to refer for Supervised Contact</b>	CSW	District Safeguarding Manager / Service Manager

<b>ACTION REQUIRED</b>	<b>DELEGATED TO</b>	<b>IN ABSENCE OF DELEGATED PERSON</b>
<b>6. LOOKED AFTER CHILDREN</b>		
<b>Agree Emergency placement</b>	Duty Head of Service for out of hours/ EDT	Service Director CS/ Assistant Director CS
<b>Allocate foster placement</b>	Service Director CS	Assistant Director CS
<b>Allocate foster placement out of Cambridgeshire LA area</b>	Service Director CS	Assistant Director CS
<b>Allocate residential placement within Cambridgeshire</b>	Service Director CS	Assistant Director CS
<b>Allocate residential placement outside of Cambridgeshire LA area</b>	Service Director CS	Assistant Director CS
<b>Authorise interim purchased placement</b>	HOS	Assistant Director CS
<b>Authorise planned purchased placement</b>	TARP	Assistant Director CS
<b>Authority to apply for a Secure Accommodation Order</b>	Executive Director P&C to chair Secure Accommodation Panel	Service Director CS
<b>Decision to exclude person with PR from the review process</b>	Independent Review Officer	HOS Lead SEND Social Care Manager
<b>Notification to a parent of LAC that their child has been injured or admitted to hospital</b>	CSW	District Safeguarding Manager / Service Manager
<b>Minor and/or routine medical treatment for CYP on orders</b>	Foster Carer, with signed paperwork from TM/CSW and parents (if appropriate)	District Safeguarding Manager / Service Manager
<b>Authorise testing for blood borne virus for CYP on orders</b>	HOS	Service Director CS
<b>Emergency medical treatment which may or may not involve general anaesthetic for CYP on orders</b> <b>Out of Hours – as above</b>	HOS with consultation with treating Physician and parent if possible. Can be delegated by HOS.  Emergency Duty Team /HOS / Parent(s) with consultation with treating Physician	Service Director CS
<b>Planned medical treatment involving surgery and general anaesthetic for CYP on orders</b>	HOS authorisation. CSW / Social Worker to attend hospital to represent social care.	Service Director CS authorisation

<b>Significant and permanent medical intervention e.g. termination, sterilisation, organ transplant for CYP on orders</b>	HOS	Service Director CS
<b>Decision to withhold or withdraw life preserving medical treatment for CYP on orders</b>	Executive Director P&C in consultation with treating physician and parents	Service Director CS
<b>Review / change End of Life Care Plans</b>	IRO is to Chair meeting if possible. HOS to consult appropriately with necessary persons including parent /person with PR Legal and Head of Service	HOS Lead SEND Social Care Manager
<b>Withhold whereabouts of child in care from a person - usually the parent.</b>	District Safeguarding Manager / Service Manager after Legal consultation	HOS Lead SEND Social Care Manager
<b>Notification following the death of a child looked after/serious harm to a child in a residential unit or a foster carers home</b>	CSW/District Safeguarding Manager / Service Manager to inform HOS	District Safeguarding Manager / Service Manager to notify: HOS HOS P&Q EXEC DIRECTOR CFA LEAD MEMBER COMS SERVICE DIRECTOR CS
<b>Funeral arrangements following the death of a Looked After Child.</b>	District Safeguarding Manager / Service Manager  If S20 – parent responsible for arranging.	HOS Lead SEND Social Care Manager
<b>Notification to OFSTED of serious harm to a child</b>	Head of PQA	Service Director CS
<b>Schedule 3 (Placement with Parents Regs)</b>	HOS Lead SEND Social Care Manager	HOS Lead SEND Social Care Manager
<b>Schedule 4 – (Placement with a connected person)</b>	ADM Fostering	ADM adoption
<b>Permission to go abroad – period of less than 1 month</b>	CSW	District Safeguarding Manager / Service Manager
<b>Passport application for child subject to a care order</b>	CSW	District Safeguarding Manager / Service Manager
<b>Decision to apply for leave of the Court for a child in care to live outside of England or Wales</b>	District Safeguarding Manager / Service Manager	HOS
<b>Permission for a child subject to a care order to be “known as” another surname</b>	CSW	District Safeguarding Manager / Service Manager
<b>Permission for a child subject of a care order to marry</b>	Executive Director P&C	Service Director CS
<b>Decision for a child looked after to have a normal social visit over night</b>	CSW	Can be delegated to foster carer via placement information record / review / safety plan.

<b>Regular and extended stays with friends</b>	CSW	Can be delegated to foster carer via placement information record / review / safety plan.
<b>Regular and extended stays with family</b>	CSW	District Safeguarding Manager / Service Manager
<b>Authorisation for school trips for Looked After Children</b>	Child's carer working on the premise of 'a responsible parent'	
<b>Authorities for CYP on Placement Orders and placed with pre-adoptive parents.</b>	Permissions to be identified on Adoption Support Plan and Placement	
<b>Decision to apply for a recovery order for a child who is in care and subject to an EPO or in Police protection</b>	District Safeguarding Manager / Service Manager	HOS Lead SEND Social Care Manager
<b>Mental Health Act - act as nearest relative for looked after child</b>	S20 – with family Care order – CSW	District Safeguarding Manager / Service Manager
<b>Authorise Form F for prospective foster carers</b>	CSW	District Safeguarding Manager / Service Manager
<b>Approve Foster Carers</b>	Agency Decision Maker, consideration from Fostering Panel recommendations	ADM Adoption
<b>Terminate approval of foster carers</b>	Agency Decision Maker, consideration from Fostering Panel recommendations	ADM Adoption
<b>Exemptions for foster carers</b>	Fostering Group Manager / Head of Countywide and LAC	ADM Fostering
<b>Permanence – CPR's and Form E's for submission to Panel</b>	District Safeguarding Manager / Service Manager	HOS Lead SEND Social Care Manager
<b>Permanence - Approve adopters</b>	Agency Decision Maker (Adoption CCA), considering Panel recommendations	ADM Fostering
<b>Permanence – Terminate approval of adopters</b>	Agency Decision Maker (Adoption CCA), considering Panel recommendations	ADM Fostering
<b>Agreement for emergency placements with family/friends Regulation 24</b>	ADM Fostering	ADM Adoption
<b>Permanence – Agree adoption allowance</b>	Head of Countywide and LAC	Service Director CS
<b>Payments for: SGO Allowance CAO Allowance FCP for Reg38</b>	Head of Countywide and LAC	Service Director CS
<b>Approve Plan for Permanence (fostering)</b>	ADM Fostering	ADM Adoption
<b>Permanence – Agree inter agency adoption placement</b>	Managing director CCA and Head of Countywide and LAC	
<b>Permanence – Remove child from prospective adopters</b>	CSW to convene legal planning meeting.	District Safeguarding Manager / Service Manager

<b>Permission to advertise/appear in media</b>	HOS	Service Director CS
<b>Publicity / Advertising against wishes of those with parental responsibility</b>	HOS	Service Director CS
<b>Permission for a Young Person subject to a Care Order to join Armed Forces</b>	District Safeguarding Manager / Service Manager	HOS
<b>Arrangement for Disruption meetings of permanent foster placements</b>	IRO Service Manager PQA	HOS PQA

<b>ACTION REQUIRED</b>	<b>DELEGATED TO</b>	<b>IN ABSENCE OF DELEGATED PERSON</b>
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<b>7. CARE LEAVERS</b>		
<b>Decision of eligibility of young person.</b>	District Safeguarding Manager / Service Manager	Head of Countywide and LAC
<b>Allocate case of former YP over 18 years</b>	District Safeguarding Manager / Service Manager	District Safeguarding Manager / Service Manager
<b>Authorisation of Needs Led Assessment for Care Leaver</b>	CSW/TM	District Safeguarding Manager / Service Manager
<b>Apply for National Insurance Number</b>	CSW/TM	District Safeguarding Manager / Service Manager
<b>Agree Pathway Plan (18+)</b>	CSW/TM	District Safeguarding Manager / Service Manager
<b>Chair review of Pathway Plan</b>	CSW/TM	District Safeguarding Manager / Service Manager
<b>Close case of relevant YP</b>	CSW/TM	District Safeguarding Manager / Service Manager
<b>Authorise Leaving Care Grant</b>	CSW/TM	District Safeguarding Manager / Service Manager
<b>Authorise Rent Deposit</b>	CSW/TM	District Safeguarding Manager / Service Manager
<b>Authorise emergency accommodation</b>	District Safeguarding Manager/ Service Manager	Head of Countywide and LAC
<b>Higher Education Grants (University Entrants)</b>	District Safeguarding Manager/ Service Manager	Head of Countywide and LAC
<b>Unaccompanied trips abroad</b>	District Safeguarding Manager/ Service Manager	Head of Countywide and LAC
<b>Notification of Death of Care Leaver 18+</b>	HOS PQA	Service Director CS

<b>ACTION REQUIRED</b>	<b>DELEGATED TO</b>	<b>IN ABSENCE OF DELEGATED PERSON</b>
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<b>8. CRIMINAL INJURIES COMPENSATION CLAIMS</b>		
<b>Approve for Looked After Child</b>	CSW with consultation from legal	HOS Lead SEND Social Care Manager
<b>Approve appeal for Looked After Child</b>	Head of Countywide and LAC	HOS
<b>Delegated person to hold CICA fund for LAC</b>	Assistant Director CS	HOS Countywide and LAC Services

<b>ACTION REQUIRED</b>	<b>DELEGATED TO</b>	<b>IN ABSENCE OF DELEGATED PERSON</b>	<b>BUDGET HOLDER</b>	<b>BUDGET MANAGER CO-ORDINATING ROLE, NOT ACCOUNTABLE</b>
<b>9. FINANCE</b>				
<b>One off Payments (nonrecurring) - Up to £150 on any one family p.a</b>	CSW	District Safeguarding Manager// Service Manager HOS	District Safeguarding Manager/ Service Manager	BSM
<b>One off Payments (nonrecurring)– up to £1,000 on any one family p.a</b>	District Safeguarding Manager / Service Manager	District Safeguarding Manager/ Service Manager HOS	District Safeguarding Manager/ Service Manager	BSM
<b>Cumulative payment of up to £5000 p.a. per family</b>	District Safeguarding Manager / Service Manager	HoS / Lead SEND Social Care Manager	District Safeguarding Manager/ Service Manager	BSM
<b>Disabled children resources up to £20000 per year per child</b>	District Safeguarding Manager / Service Manager	HOS / Lead SEND Social Care Manager	Service Manager/ HOS	BSM
<b>Disabled children resource above £20000 per year per child</b>	Head of SEND 0-25 / Lead SEND Social Care Manager	Lead SEND Social Care Manager	Lead SEND Social Care Manager	BSM
<b>Fortnightly Carer Payments</b>	Group Manager Fostering	HOS	Head of Countywide and LAC HOS	BSM LAC/ CW
<b>Post adoption expenses as identified in adoption support plan</b>	GM Fostering	HOS	Head of Countywide and LAC	BSM LAC/ CW
<b>Inter agency adoption expenses</b>	Head of Countywide and LAC	Assistant Director CS	Head of Countywide and LAC	BSM LAC/ CW
<b>Step parent adoption expenses</b>	GM Fostering / Head of Countywide and LAC	Relating to placement, Head of Countywide and LAC	Head of Countywide and LAC	BSM LAC/ CW
<b>Inter country adoption expenses</b>	Head of Countywide and LAC	Assistant Director CS	Head of Countywide and LAC	BSM LAC/ CW
<b>Skills payments</b>	Foster Panel, endorsed by Agency Decision Maker			BSM LAC



<b>DECISION TO BE DELEGATED</b>	<b>DELEGATED TO</b>	<b>AUTHORISING GROUP</b>
<b>10. OTHER</b>		
<b>CIN Procedures</b>	HOS NORTH/SOUTH/Lead SEND Social Care Manager	CFLT
<b>CP Procedures</b>	HOS NORTH/SOUTH/Lead SEND Social Care Manager	CFLT
<b>Disabled Children's Procedures</b>	Head of SEND 0-25 / Lead SEND Social Care Manager	CFLT
<b>LSCB Procedures</b>	Head of PQA	LSCB/ CFLT
<b>LAC Procedures</b>	HOS NORTH/SOUTH/Countywide and LAC / Lead SEND Social Care Manager	LSCB/ CFLT
<b>Fostering Manual</b>	Group Manager Fostering	LSCB/ CFLT
<b>Kinship Manual</b>	TM Kinship	LSCB/ CFLT
<b>First Response Manual</b>	MASH and First Response Manager /HOS	CFLT
<b>ACTION REQUIRED</b>	<b>DELEGATED TO</b>	<b>IN ABSENCE OF DELEGATED PERSON</b>
<b>Authorisation for DBS</b>	All relevant recruiting managers / Human Resources	All relevant recruiting managers / Human Resources
<b>Permission to speak to Media on behalf of CCC</b>	Director People and Communities / Corporate Communications Team	Director People and Communities / Corporate Communications Team