

Scheme of Delegation for Children's Social Care in Bracknell Forest

Introduction

This scheme of delegation indicates the level at which key decisions can be taken. It covers those decisions within Children's Social Care which are particularly critical in determining the actions of the service in promoting the welfare of a particular child. The scheme also covers core issues of financial delegation.

The scheme does not cover all eventualities. If furthermore detailed information is required it will be necessary for staff to consult specific policies relating to the case in question, or to consider the matter further with their supervisor.

For decisions covered by the scheme this is the level at which decisions of this kind will be taken. However, decisions are not taken in isolation and without consultation. Staff at all levels are expected to consult and take advice as appropriate. Where for many reason decisions are taken above the level of immediate line manager, the decision should go through the line management chain.

This scheme of delegation is intended to place the decision making as close to the front line as is consistent with guidance and regulation, while maintaining accountability and safe decision making.

Review

The format for this document was developed and approved by the Children's Social Care Management Team in 2010 and has evolved since that time with at least annual reviews and forms part of induction when a new leader joins the leadership team.

Table of Contents

FAMILY SUPPORT	3
REFERRAL, ASSESSMENT, CASE CLOSURE	3
PRIVATE LAW PROCEEDINGS	3
FINANCIAL.....	4
CHILD PROTECTION	5
PUBLIC LAW.....	5
LOOKED AFTER CHILDREN.....	6
SECURE ACCOMMODATION	9
ADOPTION.....	9
FOSTERING	10
PRIVATE FOSTERING	11
RECORDS	11
DATA SUBMISSION & STATUTORY RETURNS.....	11
WORKFORCE.....	12
YOUTH JUSTICE.....	12

	FUNCTION	STATUTORY AUTHORITY	PROCEDURE/GUIDANCE	AUTHORISED OFFICER
	FAMILY SUPPORT			
1	To arrange support services to children living with their families	S17 CA 1989	End to End Procedures for Family Safeguarding	Team Manager, can delegate to Assistant Team Manager
2	To chair a child in need planning meeting, family support meeting, first meeting and closing meetings.	S17 CA 1989	End to End Procedures for Family Safeguarding	Team Manager can delegate to Assistant Team Manager or Senior Practitioner
3	To chair the review of the child in need plan or family support plan	S17 CA 1989	End to End Procedures for Family Safeguarding	Team Manager can delegate to Assistant Team Manager to agree case by case
4	To agree short break care and respite care for children with disability	S20 The Children Act 1989 Guidance and Regs Vol 2 2010	Larchwood Statement of Purpose	Head of Service via Resource Allocation Panel (RAS)
5	Agree direct payment for Children and Families service provision	Community Care (Direct Payments) Act 1996	BFC Direct Payments Policy	Team Manager, subject to financial limits in no. 13. below. Via RAS
	REFERRAL, ASSESSMENT, CASE CLOSURE			
6	Approve no further action on referral about a child		End to End Procedures for Family Safeguarding	Team Manager, or Assistant Team Manager
7	Agree Single Assessment be carried out		End to End Procedures for Family Safeguarding	Team Manager, or Assistant Team Manager
8	Agree the closer or work for a child (case closure)		End to End Procedures for Family Safeguarding	Team Manager, or Assistant Team Manager
	PRIVATE LAW PROCEEDINGS			
9	Sign off a report to the court under Section 7 in private law proceedings	S7 CA 1989	End to End Procedures for Family Safeguarding	The SWs line supervisor (TM or ATM)
10	Sign off a report to the court under Section 37	S37 CA 1989	End to End Procedures for Family Safeguarding	Head of Service or delegate Team Manager

	FUNCTION	STATUTORY AUTHORITY	PROCEDURE/GUIDANCE	AUTHORISED OFFICER
	FINANCIAL			
11	To provide financial assistance to children living with their families, as per agreed limits a) up to £5k b) up to £50k c) up to £200k d) over £200 and up to 300k e) Over £300k	S17 CA 1989	Corporately set	a) Team Manager b) Head of Service c) Assistant Director, Children's Social Care d) Executive Director may delegate to the Assistant Director. In those circumstances the Executive Director must be informed of the decision. e) Executive Director
12	To provide financial assistance to a young person approaching adulthood /care leavers - financial limits as above	S24 CA 1989	See Leaving Care Policy and Procedures for details of current limits	As above
13	To guarantee rent a) for YP/care leavers or child/ren looked after b) for any other relevant individual / families	S24 CA 1989 Para 10 Schedule 2 CA 1989	As above	Head of Service, following consultation with the BFC Legal Section
14	To approve setting up home grant to care leavers above agreed limit in procedures	S24 CA 1989	As above	Children's Social Care, Head of Service
15	To agree time limited payment of S17 to support a child / family prior to child arrangement order	S17 CA 1989 Family and Friends Statutory Guidance 2010	Family and Friends Policy and Procedures	Head of Service
16	a) To agree payment of a residence order or special guardianship order allowance b) To waive the financial assessment c) To agree in exceptional circumstances ongoing fostering payments, post adoption / SGO until child is 18 yrs	Para 15 Schedule 1 CA 1989	Residence Order Policy and Procedures	a) Head of Service b) Assistant Director, Children's Social Care c) Assistant Director, Children's Social Care
17	To agree legal costs for applicants for child arrangements or special guardianship order	Legal Services Commission Funding Code for Legal Aid	Residence order Policy and Procedures	Head of Service, in consultation with Joint Legal Team

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	CHILD PROTECTION			
18	Duty to convene a strategy discussion to decide whether a S47 is initiated	S47 CA 1989	Bracknell Forest Safeguarding Board Child Protection Procedures	Team Manager or Assistant Team Manager
19	Decision to convene a Child Protection Conference	Working Together to Safeguard Children	Bracknell Forest Safeguarding Board Child Protection Procedures	Team Manager
20	Decision not to convene a CP Conference (CPC) following S47 enquiries	Working Together to Safeguard Children	Bracknell Forest Safeguarding Board Child Protection Procedures	Duty Team Manager and in consultation with Conference and Review Team Manager where it is felt this would be beneficial. If any disagreement, refer to a Head of Service
21	Sign off on the social work recommendation to all CPC re whether not a child needs a Protection Plan	Working Together to Safeguard Children	Bracknell Forest Safeguarding Board Child Protection Procedures	Team Manager or Assistant Team Manager
	PUBLIC LAW			
22	To agree issuing of 'Letter Before Proceedings' and commence pre-proceedings case management in accordance with the Public Law Outline guidance	Public Law Outline, April 2008	Public Law Outline, Case Management Guidance, April 2008, Ministry of Justice, Tri.X	Head of Service (in consultation with Joint Legal Team) via legal planning gateway
23	To make decision to instigate care proceedings	Part IV, CA 1989	Bracknell Forest Safeguarding Board Child Protection Procedures/Framework for the assessment of children in need and their families	Head of Service (in consultation with Joint Legal Team) via legal planning gateway
24	To agree application for a Child Assessment Order	S43 CA 1989	Take to Legal Advice Meetings	Head of Service (in consultation with Joint Legal Team)
25	To agree application for Emergency Protection Order	S44 CA 1989	Bracknell Forest Safeguarding Board Child Protection Procedures section 7.6	Head of Service (in consultation with Joint Legal Team)
26	To agree application for a Recovery Order	S50 CA 1989	Bracknell Forest Safeguarding Board Child Protection Procedures section 7.6	Head of Service (in consultation with Joint Legal Team)

	FUNCTION	STATUTORY AUTHORITY	PROCEDURE/GUIDANCE	AUTHORISED OFFICER
27	To request Police Protection in an emergency	S46 CA 1989	Bracknell Forest Safeguarding Child Protection Procedures section 7.6	Head of Service (in consultation with Joint Legal Team)
28	To agree the initial care plan to court in care proceedings	Public Law Outline 2008	End to End Procedures for Family Safeguarding	Team Manager (in consultation with Joint Legal Team)
29	To agree the final care plan to court in care proceedings	LAC (99)29	End to End Procedures for Family Safeguarding	Head of Service (in consultation with Joint Legal Team)
30	To agree application to court to vary a care or supervision order, or to discharge a care order	S39 CA 1989	End to End Procedures for Family Safeguarding	Head of Service (in consultation with Joint Legal Team)
	LOOKED AFTER CHILDREN			
31	Agree accommodation of a child with parental consent	S20 The Children Act 1989 Guidance and Regs Vol 2 2010	Commissioning Individual Placements Guidance BFC Looked After Children Policy and Procedure	Head of Service via Entry to Care Panel
32	Agree accommodation of a child over 16	S20 The Children Act 1989 Guidance and Regs Vol 2 2010	Commissioning Individual Placements Guidance	Head of Service, via Entry to Care Panel
33	Chair care planning meeting of a child who becomes looked after (S20 or EPO, ICO, remand to local authority accommodation etc)	S20 The Children Act 1989 Guidance and Regs Vol 2 2010	BFC policy and procedure for the Statutory Review of children looked after	Team Manager or Assistant Team Manager
34	Chair statutory looked after child review	Review of Children's Cases (Amendment) Regulations 2010	BFC policy and procedure for the Statutory Review of children looked after	Independent Reviewing Officer (IRO) or non-line Team Manager in an emergency
35	Agree discharge of a child accommodated under section 20	S20 The Children Act 1989 Guidance and Regs Vol 2 2010	End to End Procedures for Family Safeguarding	Head of Service (advisory only as this a parental right). Must be determined in consultation with parents, or with the young person if 16+ IRO
36	Approve an unregulated placement of a child under 16	S20 The Children Act 1989 Guidance and Regs Vol 2 2010	Commissioning Individual Placements Guidance BFC Looked After Children Policy and Procedure	DSC, who can delegate to Assistant Director (Ofsted must always be notified)

	FUNCTION	STATUTORY AUTHORITY	PROCEDURE/GUIDANCE	AUTHORISED OFFICER
37	Agree placement of child/young person for whom accommodation has been agreed with local Bracknell Forest foster carers or supported lodgings carers	S31/20 CA1989	Commissioning Individual Placements Guidance	Head of Service, via Entry to Care Panel
38	Agree placement of child for whom accommodation has been agreed with foster carers from another local authority	S31/20 CA1989	Commissioning Individual Placements Guidance	Head of Service, via Entry to Care Panel
39	Agree to fund placement of child with IFA	Commissioning Individual Placements Guidance	End to End Procedures for Family Safeguarding	Assistant Director, Children's Social Care (the nominated officer), via Entry to Care Panel
40	Agree to fund out of borough placement of child in residential placement	Commissioning Individual Placements Guidance	End to End Procedures for Family Safeguarding	Assistant Director, Children's Social Care (the nominated officer), via Entry to Care Panel
41	To agree a child placement at a distance	Commissioning Individual Placements Guidance	End to End Procedures for Family Safeguarding	Executive Director can delegate to the Assistant Director, Children's Social Care (the nominated officer), via Entry to Care Panel – Executive Director to be informed
42	Agree to withhold placement address from parents	Children Act 1989	End to End Procedures for Family Safeguarding	Head of Service with legal advice
43	Agree placement of child in secure accommodation	S20 The Children Act 1989 Guidance and Regs Vol 2 2010	Secure Accommodation Policy and Procedure	Assistant Director, Children's Social Care via secure panel in consultation with the Executive Director
44	Agree the placement of a child subject to a care order to live with his/her parent(s)	CA 1989 S23 (4) and (5) and according to Placement of children with parents regulations S20 The Children Act 1989 Guidance and Regs Vol 2 2010	Reunification Policy	Head of Service Life Chances, via Entry to Care Panel A discussion with Head of Service whose team has case responsibility will be needed

	FUNCTION	STATUTORY AUTHORITY	PROCEDURE/GUIDANCE	AUTHORISED OFFICER
45	Approve plan for permanency for looked after child in principle	S20 The Children Act 1989 Guidance and Regs Vol 2 2010	BFC Policy and Procedure for Permanency Planning for Looked after Children	Head of Service
46	Approve plan for child to be considered for adoption placement	CA 2004/1989	BFC Policy and Procedure for Permanency Planning for Looked after Children	Head of Service
47	Agree to care plan for placement of looked after child with family and friends carers.	CA 2004/1989	BFC Policy and Procedure for Permanency Planning for Looked after Children	Head of Service
48	Agree care plan for looked after child to become subject to special guardianship order.	CA 2004/1989	BFC Policy and Procedure for Permanency Planning for Looked after Children	Head of Service
49	Agree care plan for looked after child to become subject to child arrangements order	CA 2004/1989	BFC Policy and Procedure for Permanency Planning for Looked after Children	Head of Service, following which Independent Reviewing Officer reviews
50	To consent to emergency medical treatment for a looked after child on a care order	CA	Children Looked After Consent to Medical Treatment or Examination	Head of Service
51	To consent to medical treatment or give other consent for looked after children who are unaccompanied asylum seekers or without an adult with PR, who are looked after under Section 20	S3(5) CA 1989	End to End Procedures for Family Safeguarding	Head of Service
52	To sign passport applications for a child looked after	S20 The Children Act 1989 Guidance and Regs Vol 2 2010	End to End Procedures for Family Safeguarding	Team Manager / Assistant Team Manager
53	To agree a holiday abroad for a child looked after	S20 The Children Act 1989 Guidance and Regs Vol 2 2010	End to End Procedures for Family Safeguarding	Head of Service
54	To agree for a child in care to live abroad subject to the approval of a court	Para 19 Schedule 2 CA 1989	End to End Procedures for Family Safeguarding	Assistant Director & Executive Director together
55	To approve the applications of children in care who wish to join HM Forces		End to End Procedures for Family Safeguarding	Head of Service, via Panel

	FUNCTION	STATUTORY AUTHORITY	PROCEDURE/GUIDANCE	AUTHORISED OFFICER
56	Consent for a young person to drive a Moped		Delegated Authority Policy	Team Manager
57	Consent for young person to have an E-scooter – not to be agreed	Law in relation to E-scooters	Delegated Authority Policy	Team Manager
58	To agree to place siblings separately	S20 CA 1989	End to End Procedures for Family Safeguarding	Head of Service
59a	To agree supervised contact can be unsupervised			Team Manager, via CLA review in agreement with IRO
59b	Approve the refusal or suspension of contact with parents	Schedule 2 Children Act 1989 paras 10/15	Take Legal Advice BFC Family Time Policy	Head of Service
60	To approve those subject to a Care Order taking part in activities		Delegated Authority Policy	Team Manager
61	Gender re-assignment and or Hormone Treatment Legally agree change of name for children in care To agree the change of a child's name internally and on Mosaic for children in care	Health S33 Children Act 1989	Legal Advice End to End Procedures for Family Safeguarding	Assistant Director can delegate to Head of Service via Solutions Panel
SECURE ACCOMMODATION				
62	Authority to apply for a secure order and seek a secure placement.	Children Act 1989, Section 25	Policy and Procedure for the use of Secure Accommodation	Secure Accommodation Panel, Assistant Director, Children's Social Care
63	Agree composition of secure accommodation review panel	Children (Secure Accommodation) Amendment Regulations 1992	Policy and Procedure for the use of Secure Accommodation	Assistant Director, Children's Social Care in consultation with the Executive Director
ADOPTION				
64	To agree the assessment of prospective adopters	Adoption and Children Act 2002	BFC Adoption Procedures, Section 2	Adopt Thames Valley
65	Adoption agency decision maker	Adoption and Children Act 2002	BFC Adoption Agency Statement of Purpose	Assistant Director, Children's Social Care

	FUNCTION	STATUTORY AUTHORITY	PROCEDURE/GUIDANCE	AUTHORISED OFFICER
66	To agree the payment of legal expenses for prospective adoptive parents for children who are being placed for adoption by BFC as an adoption agency	Adoption and Children Act 2002	BFC Adoption Agency Policy	Head of Service/Joint Legal Team
67	To approve the payment of adoption allowance (waiving the financial assessment, if appropriate)	Adoption and Children Act 2002	BFC Adoption Procedures, Section 10 & 11	Assistant Director, Childrens Social Care
68	To approve the Schedule 2 report to court	Adoption and Children Act 2002	End to End Procedures for Family Safeguarding	Team Manager
	FOSTERING			
69	To agree to the assessment of prospective carers, including Family and friends carers.	CA 1989 Guidance Vol 3	BFC Fostering Service Policy and Procedure	Life Chances Team Manager
70	Agency decision maker	CA 1989 Stat Guidance Vol 3 2010	BFC Fostering Service Policy and Procedure	Assistant Director, Children's Social Care and Head of Service in Assistant Director's absence
71	Agree continuation of foster carers approval following annual review (non panel)	Fostering Services Regs. Amendments 2013	BFC Fostering Services Policy and Procedure	Head of Service Life Chances or other Head of Service if not available
72	To sanction payment of the fostering allowance	CA 1989 Stat Guidance Vol 3 2010	BFC Fostering Service Policy and Procedure	Team Manager/Family Placement Team Manager
73	To vary allowances to foster carers / contributions by young people in placement in exceptional circumstances	CA 1989 Stat Guidance Vol 3 2010	End to End Procedures for Family Safeguarding	Head of Service
74	To vary the approval status of foster carers	CA 1989 Guidance Vol 3	BFC Fostering Service Policy and Procedure	Head of Service present to Foster Panel if continuing change of approval status sought
75	To agree exemption for foster carers from the usual fostering limit of a maximum of three children in any one placement	Fostering Service Regulations 2002	BFC Fostering Service Policy and Procedure	Head of Service Foster Panel to be informed

	FUNCTION	STATUTORY AUTHORITY	PROCEDURE/GUIDANCE	AUTHORISED OFFICER
	PRIVATE FOSTERING			
76	Confirm decision that private fostering arrangements meet the welfare needs of the child following fostering panel recommendations	Children (Private Arrangements for Fostering) Regulations 2005	BFC Private Fostering Policy, Procedure and Practice Guidance	Head of Service Life Chances
77	Prohibit particular private fostering arrangements	Children (Private Arrangements for Fostering) Regulations 2005	BFC Private Fostering Policy, Procedure and Practice Guidance	Head of Service Life Chances
78	Impose requirements on private foster carers	Children (Private Arrangements for Fostering) Regulations 2005	BFC Private Fostering Policy, Procedure and Practice Guidance	Head of Service Life Chances
	RECORDS			
79	Full disclosure of child records to the Police	Data Protection	Data Protection	Team Manager or Assistant Team Manager to delegate to Joint Legal Team
	DATA SUBMISSION & STATUTORY RETURNS			
80	To complete the final sign off Statutory Returns as listed below:		As per statutory/guidance requirements	Executive Director. This is delegated to Assistant Director in the absence of the Executive Director
a)	Children Social Work Workforce	Section 83 of Children Act 1989	Department of Education Children Workforces Guide	As above in 80
b)	Children Looked After	S20 The Children Act 1989 Guidance and Regs Vol 2 2010	Department of Education Children looked-after by local authorities in England Guide to the SSDA903 collection	As above in 80
c)	Children in Need Census Statistic: • Children in Need and Child Protection	Children Act 1989	Department of Education Children in Need Census Guide	As above in 80
d)	To approve the Section 251 Submission	Children Act 1989	Department for Education Section 251 Budget Guidance	Business Partner Finance in consultation with the Executive Director and Assistant Director

	FUNCTION	STATUTORY AUTHORITY	PROCEDURE/GUIDANCE	AUTHORISED OFFICER
	WORKFORCE			
81	Decision to refer a Social Worker employee to Social Work England			Assistant Director with HR Advice
	YOUTH JUSTICE			
MANAGING NEW REFERRALS				
82	Decision to triage a Community Resolution or Prevention Service referral to another delivery partner or take NFA		O OCD Policy	Operational Manager, delegated to Senior Practitioner
83	Decision to offer an assessment for Prevention Services		O OCD Policy	Operational Manager, delegated to Senior Practitioner
84	Decision to place a child on a waiting list for assessment for Prevention Services		O OCD Policy	Operational Manager, delegated to Senior Practitioner
85	Decision to allocate a Youth Justice Practitioner to any new referral		O OCD Policy	Operational Manager, delegated to Senior Practitioner
PREVENTION SERVICE: DECISIONS ON ASSESSMENT, REVIEW OF PLANS AND CASE CLOSURE				
86	Decision on which assessment format to use within Prevention (ONSET or AssetPlus)			Operational Manager, delegated to Senior Practitioner
87	QA of a Prevention Assessment and Authorising plans (Intervention, Risk Management and Safety & Wellbeing Plans)		ASSET Plus Guidance	Operational Manager, delegated to Senior Practitioner
88	Conduct a routine (or trigger an early) review of an assessment and plan for children in the Prevention Service		ASSET Plus Guidance	Operational Manager, delegated to Senior Practitioner
89	Decision to extend a Prevention Service intervention plan beyond 16 weeks			Operational Manager, delegated to Senior Practitioner
90	Decision to close a case to the Prevention Service		Prevention Service Guidance	Operational Manager, delegated to Senior Practitioner
OUT OF COURT DISPOSALS				
91	Joint decision-making representative with Youth Justice Unit	Crime and Disorder Act 1998	Thames Valley Police Out Of Court Disposal Guidance	Operational Manager, delegated to Senior Practitioner
92	Decision to escalate to the Youth Justice Sgt in instance of disagreement		Thames Valley Police Out Of Court Disposal Guidance	Operational Manager, delegated to Senior Practitioner

	FUNCTION	STATUTORY AUTHORITY	PROCEDURE/GUIDANCE	AUTHORISED OFFICER
93	Decision to undertake a Pre-Decision Assessment for a young person		Thames Valley Police Out Of Court Disposal Guidance Youth Justice OOCDC Policy	Operational Manager, delegated to Senior Practitioner
94	Decision on which assessment format to use in relation to Community Resolutions or Youth Cautions (Asset Plus or ONSET)			Operational Manager, delegated to Senior Practitioner
95	Decision to approve conditions of a Youth Conditional Caution, in conjunction with the YJU		Thames Valley Police Out Of Court Disposal Guidance Youth Justice OOCDC Policy	Operational Manager, delegated to Senior Practitioner
96	Decision to temporarily vary supervisory arrangements where there is acceptable reason for a young person with a YCC		Thames Valley Police Out Of Court Disposal Guidance Youth Justice OOCDC Policy National Standards for Youth Justice 2019	Operational Manager, delegated to Senior Practitioner
97	Decision to issue a warning for non-compliance with a YCC		National Standards for Youth Justice 2019 Case Management Guidance	Operational Manager, delegated to Senior Practitioner
98	Decision to convene a compliance meeting for a child with a YCC		National Standards for Youth Justice 2019 Case Management Guidance	Operational Manager, delegated to Senior Practitioner
99	Decision to breach a young person subject to a YCC		Thames Valley Police Out Of Court Disposal Guidance Youth Justice OOCDC Policy National Standards for Youth Justice 2019 Case Management Guidance	Operational Manager, delegated to Senior Practitioner
CHILDREN AT YOUTH COURT				
100	Decision to recommend specific bail packages of support at home or in community	Legal Aid Sentencing and Punishment of Offenders Act 2012 Criminal Justice Act 2003. Crime and Disorder Act 1998	Case Management Guidance National Standards for Youth Justice 2019	Operational Manager, delegated to Senior Practitioner

	FUNCTION	STATUTORY AUTHORITY	PROCEDURE/GUIDANCE	AUTHORISED OFFICER
101	Decision to approve an updated AssetPlus and placement information for children facing potential custodial sentences		Case Management Guidance Quality Assurance Policy	Operational Manager, delegated to Senior Practitioner
102	Oversight of a young person being remanded in Custody or to the Care of the Local Authority, and concerning initial decisions about resource allocation and prioritisation of those resources across partners.			Head of Service, via Urgent Solutions panel
103	Gatekeeping and approving community sentencing recommendations in a pre-sentence report		Case Management Guidance Quality Assurance Policy	Operational Manager, delegated to Senior Practitioner
104	Approve in a pre-sentence report which recommends an Intensive Supervision and Surveillance Order		Case Management Guidance Sentencing Guidelines Risk Management Policy	Head of Service, via Solutions panel.
105	Oversight of Pre-sentence report which states that The Youth Justice Team are unable to manage the young persons risk of harm/reoffending in the community		Case Management Guidance	Head of Service
POST COURT & SUPERVISION IN THE COMMUNITY				
106	Decision to vary supervisory arrangements where there is acceptable reason for less than one month	Sentencing Act 2020	Case Management Guidance National Standards for Youth Justice 2019	Operational Manager, delegated to Senior Practitioner
107	Decision to suspend supervisory arrangements for less than one month		Case Management Guidance National Standards for Youth Justice 2019	Operational Manager, delegated to Senior Practitioner
108	Decision to suspend supervisory arrangements for a planned holiday		Case Management Guidance National Standards for Youth Justice 2019	Operational Manager, delegated to Senior Practitioner
109	Decision to go back to Court or reconvene Panel to recommend varying the Court Order or Contract (where supervision is suspended for longer than one month)		Referral Order Guidance Case Management Guidance National Standards for Youth Justice 2019	Operational Manager, delegated to Senior Practitioner

	FUNCTION	STATUTORY AUTHORITY	PROCEDURE/GUIDANCE	AUTHORISED OFFICER
110	Decision to apply for early revocation of a child's order or contract (via Court or Panel)		Referral Order Guidance Case Management Guidance National Standards for Youth Justice 2019	Operational Manager, delegated to Senior Practitioner
111	Decision to issue a warning for non-compliance	Sentencing Act 2020	National Standards for Youth Justice 2019	Operational Manager, delegated to Senior Practitioner
112	Decision to convene a compliance meeting or request a progress panel		Referral Order Guidance Case Management Guidance National Standards for Youth Justice 2019	Operational Manager, delegated to Senior Practitioner
113	Decision to breach a young person subject to a community order (via Court or Panel)		National Standards for Youth Justice 2019	Operational Manager, delegated to Senior Practitioner
114	Decision to request 'care taking' arrangements or to agree to 'care taking' arrangements		YJB Case Transfer Guidance 2017	Operational Manager, delegated to Senior Practitioner
115	Decision to approve a transition plan (from YJ to Probation)		National Probation Protocol	Operational Manager, delegated to Senior Practitioner
116	Gatekeeping and approval of a referral form for a child to MAPPA		MAPPA Guidance Risk Management Policy	Operational Manager, delegated to Senior Practitioner
117	Attendance at MAPPA about children open to YJT		MAPPA Guidance	Case Manager and Operational Manager / Senior Practitioner
SECURE SETTING & RESETTLEMENT				
118	Where custody is expected after Court, ensuring that relevant information is uploaded to the Youth Justice Application Framework		ASSETplus Guidance YJAF Guidance	Operational Manager, delegated to Senior Practitioner
119	Decision to approve recommendations and plans contained in AssetPlus assessments for children in custody / approaching resettlement	Legal Aid Sentencing and Punishment of Offenders Act 2012 Crime and Disorder Act 1998	Resettlement Policy SEND Policy	The secure estate and Operational Manager, delegated to Senior Practitioner
120	Decision to provide practical support to facilitate children maintaining community links and contact with key people in their lives:			Up to 5K, Operational Manager Up to 50K, Head of Service

	FUNCTION	STATUTORY AUTHORITY	PROCEDURE/GUIDANCE	AUTHORISED OFFICER
	Decision to provide financial support / services in kind to address hardship or practical need linked to reducing likelihood of offending			
121	Chairing of initial planning meeting, reviews and resettlement planning meetings		Resettlement Policy	Operational Manager, delegated to Senior Practitioner
122	Escalation of concerns about children's care or safety whilst in a secure setting to Head of Safeguarding / Head of Welfare		Safeguarding Policy Matters of Concern Protocol	Operational Manager
123	Escalation of concerns about children's care or safety whilst in a secure setting using the Matters of Concern protocol		Matters of concern protocol	Head of Service, on behalf of Management Board
124	Decision to make a safeguarding referral to the Local Authority		Safeguarding Policy	Case manager. Safeguarding lead should be notified (Operational Manager, or in their absence the Senior Practitioner)
125	Notification to the Victim Contact Scheme about all relevant victims if a child receives a sentence of 12 months or more for a violent or sexual offence	Crime and Disorder Act 1998		Operational Manager, can be delegated to Senior Practitioner
126	Notification to the Victim Contact Scheme about all relevant victims if a child is sectioned under the Mental Health Act 1983	Mental Health Act, 1983		Operational Manager, can be delegated to Senior Practitioner
127	Notification of a Serious Incident to the YJB (child charged with attempted murder, murder/manslaughter, rape, grievous bodily harm or wounding with or without intent, a terrorism related offence or dies while on the YJS caseload, or up to 20 calendar days following the end of YJS supervision)		Reporting a Serious Incident YJB Guidance	Head of Service delegated to Operational Manager / Senior Practitioner (HOS must be informed)
STAFF SUPERVISION, PLANS & GOVERNANCE				
128	Professional supervision of Case Manager Staff / Prevention Workers	Bracknell Childrens Social Care Supervision Policy		Operational Manager, can be delegated to Senior Practitioner

	FUNCTION	STATUTORY AUTHORITY	PROCEDURE/GUIDANCE	AUTHORISED OFFICER
129	Negotiates, agrees, monitors and reports on effectiveness of partnership Service Level Agreements / Grant Funding Agreements			Head of Service, delegated to Operational Manager where SLAs are working well / no identified risks to delivery
130	Production of the Youth Justice Plan	Crime and Disorder Act 1998	Youth Justice Board Guidance National Standards 2019	Head of Service, in conjunction with Board Members, signed off by the Chair
131	Production of the Youth Justice Team Business Plan			Operational Manager, signed off by Head of Service
132	Governance and scrutiny of YJ Team activity, YJ Plan and Partnership effectiveness	Crime and Disorder Act 1998	YJB Guidance Function of the YOT Management Board	Youth Justice Management Board

Document Version	Changes Made	Date	By
V.2	Document created.	28/12/2022	Jade Elliott (Governance Project Support Officer) & Claire Garton (Operations Manager)
V.3	Youth Justice Scheme of Delegation integrated. Contents table updated. Confirmation that YJ SoD was approved by Exec Director on 27/09/2023.	09/10/2023	Jade Elliott (Governance Project Support Officer)
V.4	Line 56 & 57 added. Authorised officer changed, lines 19 & 52. Previous version 57a, 57b & 61 combined to make a new Line 61 for this version. Line 60, function expanded. Changes approved by Exec Director on 25/10/2023.	03/11/2023	Jade Elliott (Governance Project Support Officer)