

## DELEGATED AUTHORITY – DECISION SUPPORT TOOL

This *Decision Support Tool* is to assist social workers, parents, foster carers, residential staff and young people to talk to each other about delegated authority. It can help to prepare for the initial Placement Planning meeting and each subsequent review when the Placement Plan is considered. It is an aide to good practice in working with delegated authority. **It does not replace or replicate the Placement Plan which is the legal requirement for this purpose. The required content of the Placement Plan is set out in Schedule 2 of the Care Planning, Placement and Case Review Regulations 2010; relevant statutory guidance is in Chapter 2 of the Children Act 1989 Guidance and Regulations Volume 2: Care Planning, Placement and Case Review.**

The Decision Support Tool is based on consultations which suggest that the areas covered are those where it is particularly important to have clarity. The aims are to ensure that the Placement Plan:

- is viewed as a living document that can change over time
- covers all the areas necessary for every child
- is as clear and inclusive of parents and foster carers as possible.

The *Decision Support Tool* is not a definitive list of tasks and responsibilities: over the life of a child's placement with foster carers, other areas will inevitably arise and require clarification and not all of the elements that are included will apply to every young person. In addition to preparing for planning meetings and reviews, its other uses are:

- To assist supervising social workers to prepare fostering applicants for the tasks in foster care and to assess their needs in relation to the *Training, Support and Development Standards for Foster Care*.
- For child care social workers to use with parents who need additional support to understand delegated authority.

Clarifying who is best placed to take everyday decisions depends on many factors: the young person's age, views, legal status and care plan, the parents' views and the experience and the views of the foster carers. Collaboration and consultation are essential for successful partnership working.

Child/ Young person .....

**1. Medical and Health**

Consent/agreement/ task	Who has authority to give consent/ agreement or undertake the task <sup>1</sup>	Notes (inc. notifications, prior consultation/recording requirement/conditions)	Date
1.1 Signed consent to emergency medical treatment inc. anaesthesia			
1.2 Consent – routine immunisations			
1.3 Planned medical procedures			
1.4 medical procedure carried out in the home where the person administering the procedure requires training ( e.g child with disability/illness )			
1.5 Dental – signed consent to dental emergency treatment inc anaesthetic			

<sup>1</sup> More than one than one person could have authority to give a particular consent/agreement or undertake a particular task, e.g. both the parent and foster carer may be attending parents’ evenings. If this is the case, the individuals’ respective roles should be clarified in the “Notes” column.

1.6 Dental – routine treatment inc anaesthetic			
1.7 Optician – appts, glasses			
1.8 Consent to examination /treatment by school Doctor			
1.9 Administration of prescribed/over the counter medications			
1.10 Permission for school to administer prescribed/over the counter medications			
1.11 Referral/ consent for YP to access another service e.g CAMHS			

## 2. Education

<b>Consent/agreement /task</b>	<b>Who has authority to give consent/ agreement or undertake the task</b>	<b>Notes (inc. notifications, prior consultation /recording requirement/conditions)</b>	<b>Date</b>
2.1 Signed consent for school day trips			
2.2 Signed consents for school trips of up to 4 days			

2.3 Signed consents for school trips of over 4 days			
2.4 School trips abroad			
2.5 Using computers at school			
2.6 School photos			
2.7 Attendance at parents' evenings			
2.8 Attendance at PEP meetings			
2.9 Attendance at unplanned meetings re incidents or immediate issues			
2.10 Registering at a school			
2.11 Changing a school			
2.12 Referral/ consent for YP to access another service (please specify the service)			
2.13 Personal Health and Social Education			

### 3 Personal, leisure and home life

Consent/agreement/ task	Who has authority to give consent/ agreement or undertake the task	Notes (inc. notifications, prior consultation /recording requirement/conditions)	Date
3.1 Passport application		Can only be applied for by someone holding PR	
3.2 Overnight with friends (‘sleep overs’)			
3.3 Holidays within the British Islands			
3.4 Holidays outside the British Islands			
3.5 Sports/ social clubs			
3.6 More hazardous activities- e.g horse riding, skiing, rock climbing			
3.7 Haircuts/colouring			
3.8 Body piercing		In English law, it is illegal for under 16s to have their genitals pierced. It is also illegal for females under 16 to have their breasts pierced, although this does not apply to males under 16.	
3.9 Tattoos		It is illegal for anyone under the age of 18 to have a tattoo	
3.10 Mobile phone			
3.11 Part time employment		Under 13: you are only able to get a job in special circumstances. 13: you can do light work; you cannot do any job that can affect your health and safety or may interfere with your education. Eg you could take on a paper round.	

		<p>14: you can be employed in a wide range of jobs, but there are still some that you cannot do. For example, you may not work in factories or on a building site. If you're unsure check with the local authority.</p> <p>16: you become classed as a young worker meaning you have more choice in the jobs you can do.</p> <p>18 or over: you get the same work rights as adults.</p> <p>Discussion should address spending and saving advice.</p>	
3.12 Accessing social networking sites e.g Facebook, Twitter, MSN			
3.13 Photos or other media activity			

#### 4 Faith and religious observance

Consent/agreement/ task	Who has authority to give consent/ agreement or undertake the task	Notes (inc. notifications, prior consultation /recording requirement/conditions)	Date
4.1 New or changes in faith, church or religious observance			
4.2 Attendance at a place of worship			

#### 5 Identity and Names

Consent/agreement/ task	Who has authority to give consent/ agreement or	Notes (inc. notifications, prior consultation /recording requirement/conditions)	

	<b>undertake the task</b>		
5.1 Life story work			
5.2 New or changes in 'nicknames', order of first names, or preferred names.			

## 6. Contact

<b>Consent/agreement/task</b>	<b>Who has authority to give consent/ agreement or undertake the task</b>	<b>Notes (inc. prior consultation/ notification /recording requirement/conditions)</b>	<b>Date</b>
6.1 Transport			
6.2 Arranging			
6.3 Facilitation			
6.4 Formal supervision			

## 7. Other areas or categories

<b>Consent/agreement/task</b>	<b>Who has authority to give consent/ agreement or undertake the</b>	<b>Notes (inc. prior consultation/notification /recording requirement/conditions)</b>	<b>Date</b>

	<b>task</b>		

**8. Additional notes or questions**

Signatures: Child / Young Person..... Parent(s) of child / young person...../.....

Social Worker..... Foster Carer(s)...../.....

Other..... (Relationship to the child / young person).....

Date this record was agreed.....