

SCHEME OF DELEGATION

VERSION CONTROL

Title	Children's Services – Scheme of Delegation [Operational Decisions]
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Shropshire Children's Services – Scheme of Delegation

Operational Decisions

Introduction

The Scheme of Delegation sets out the schedule of delegated responsibilities for core activities within Shropshire Children's Services that require a decision being made in order to progress an activity or plan.

The Scheme of Delegation is based on Shropshire Children's Services line management arrangements. These arrangements provide a process for consultation, advice and support regarding decision making as well as a process for escalation.

The Scheme of Delegation identifies all those who have delegated authority to make decisions. The Scheme of Delegation is divided into two Schedules:

- Child Protection
- Children in Care/ Adoption / Connected Persons

For each decision those with delegated responsibility are identified and, where relevant, additional information is provided on others who may be involved or the procedural guidance that should be referred to. It is important to remember that decision making is a core aspect of management responsibility and as such an accountable activity.

For children in care and where decision making is appropriately delegated, in line with this document, their individual care plan takes precedence. A delegated Authority document is completed as part of their care plan and relates to the day to day decision making for a child as agreed with their parents / carers. It is different for each child so must be specifically consulted.

The appropriate distribution of decision-making powers is likely to change over time, as the child matures, and circumstances change. The Placement Plan forms a part of the child's overall Care Plan. Decisions about delegation of authority should be considered at each review of the Care Plan.

Decisions in respect of children who are the subject of Court Proceedings (Civil or Criminal) are not delegated within the department as they remain within the jurisdiction of the Court.

Decision Maker – Child Protection						
Decision Maker	Director of Children's Services/Assistant Director	Service Manager	Team Manager	Senior Social Worker	Other	Planning Forum Comments
The senior manager who should be notified in the event of death or serious injury to a child.	✓					
Referral and Assessment						
Determine whether contact constitutes a referral			✓	✓		
Deal with inter agency disagreement about referral	✓	✓	✓			
"One off" provision arising from assessment			✓	✓		
Determine type of assessments required, e.g. S.17, Section 47 Enquiries.	✓	✓	✓	✓		
Authority to allocate resources to an assessment	✓	✓	✓	✓		
Child Protection Planning						

Determine the threshold for a child protection strategy meeting.	✓	✓	✓	✓		
To Chair a strategy discussion and agree threshold for Section 47 enquiries.	✓	✓	✓	✓		Strategy and CP meetings in relation to: Allegations against those who work with children in Shropshire in either a paid or a volunteer capacity will be chaired by the LADO or the Service Manager for Quality, Performance and Assurance. Principal IRO to have delegated authority in exceptional circumstances.
Determine the threshold for an Initial Child Protection	✓	✓	✓			

Conference (by day 5 of Section 47 enquiries)						
Chair a Child Protection Conference					Independent Child Protection Chairs	All referrals for child protection conferences must be authorised by the Principal IRO.
Chair Core Group meetings			✓	✓	Social Workers	
Court Orders (*only in the absence of the Service Manager or Assistant Director where delay would likely be harmful to a child)						
Authorise a child becoming Looked After.	✓	✓				
Apply for an emergency protection order	✓	✓	Can be delegated to the TM by the SM		Consult with Legal	C.P Strategy Meetings
Apply for Child Assessment Orders	✓	✓			Consult with Legal	C.P Strategy Meetings
Apply for recovery orders	✓ Must be notified	✓			Consult with Legal	C.P. Strategy Meeting where appropriate. Refer to Children Missing from Care Procedures.
Issues letter before action or apply for care proceedings	✓	✓	✓		Consult with Legal	Legal Planning Meeting or Statutory Review
Approve care plan for the court	✓	✓			Consult with Legal	Statutory Review or Planning

						Placement Meeting
Discharge of care or supervision orders	✓	✓			Consult with Legal	Statutory Review
Variation of care or supervision orders	✓	✓			Consult with Legal	Statutory Review
Termination of contact. Apply for s.34 order		✓	✓		Consult with Legal	Statutory Review
Respond to a s.37 direction			✓		Consult with legal	
Respond to a s.7 direction			✓	✓	Consult with legal	
To authorise the placement of a Looked After child with a parent, person with Parental Responsibility or person who held a Residence Order/Child Arrangements Order specifying with whom the child was to reside immediately before the Care Order.	✓					
To Authorise: A placement of a Looked After child in secure accommodation for up to 72 hours	✓					

without a Secure Accommodation Order; and/or						
An application for a Secure Accommodation Order; and/or						
A child's continued secure placement on the recommendation of the Secure Accommodation Review Panel; and/or						
Applications to renewal Secure Accommodation Orders on the recommendation of the Secure Accommodation Review Panel.						
Decision Maker – Children in Care/Kinship/Adoption						
Decision Maker	Director of Children's Services/Assistant Director	Service Manager	Team Manager	Senior Social Worker	Other	Planning Forum Comments
To approve plan for adoption	✓				Agency decision maker	Adoption panel recommends adoption

Approve placement for adoption	✓				Agency decision maker	Adoption panel recommends adoption
Authorise Fostering for Adoption.	✓					
Authorise the level of adoption support to be provided to children, adopters (including financial support) and their family or birth family members.		✓				
Authorise the change of name of a Looked After Child.	✓					
All Children Looked After						
Agree S.20 Accommodation	✓	✓				A Planning Meeting must be held and informed, written consent received from all adults with Parental Responsibility
Use of a Foster Home						
Chair Placement Agreement Meetings			✓	✓		
Approval of Care Plan at Statutory Reviews			TM Agrees the Care Plan		IROs agree/challenge	At Statutory Review

Agree the use of a non-Shropshire placement, which is outside of the local authority boundary.	✓ Final Sign off	✓				
Agree use of IFA foster placement or residential provision	✓	✓	Agrees to the search			
To cease a LAC placement, section 20	✓	✓	✓			Statutory Review, stability forum and disruption meetings.
To cease a placement for a 16/17 year old LAC under sect 20	✓					
To approve placement of child on care order with parents or connected people (relatives or friends under reg 24)	✓	✓				
To limit or refuse contact for S.31 children and young people	✓	To be notified	✓	✓	Consult with legal	Decision fed back to statutory review
Missing children in care	To be notified	To be notified	Initiate strategy meeting as appropriate			See missing children policy

Permit young person to undertake hazardous pursuits	✓	✓				Decision fed back to statutory review
To permit child to leave UK for holiday of up to one month	✓	✓			Parents to be consulted where possible	
To permit child to leave the UK for over 1 month or more	✓	✓			Written consent of every persons who has parental responsibility for the child, or the leave of the court	
To permit child to having holidays during term time	✓	✓			IRO & Headteacher	
To consent to child attending school organisation trips up to 4 days away				✓	As per placement plan	
Application for a Passport for a child in care	✓					
To consent to contraception for young person	✓	✓	✓		Consider fraser competence	Decision fed back to statutory review
To consent to a child in care to join the armed forces	✓					

To consent to an abortion for young person	✓ (Subject to legal advice)				Consult with legal	
To consent to operations or major medical or surgical treatment if child subject to care order/ICO/Placement order (including dentistry requiring a general anaesthetic)	✓	✓			Consult with Legal (If section 20, parent must provide consent)	
Child or young person who is looked after to be hospitalised under the Mental Health Act	To be notified & If child is Care Order needs to be decision maker	If subject to a Care Order Service Manager needs to be involved in the decision making				
To consent to the marriage of a young person in care	✓	✓			Consult with legal	
To agree a religious custom or ritual regarding parental consent	✓	✓			Consult with legal	
To consent to marriage of a young person in care	✓	✓			Consult with Legal	
To agree a religious custom or ritual	✓	✓			Consult with Legal	

requiring parental consent						
To consent to school activities					Foster Carer	
Children of compulsory school age applying for sixth form or FE college					Foster Carers & Residential Workers	
To consent to children staying overnight with friends				✓		
To consent to overnight stays with parents		✓	✓		PWP regs to be considered.	
To authorise the suspension or termination of contact between a Looked After child and his or her parents (subject to the Court's approval after 7 days for children on Emergency Protection Orders, Interim Care Orders or Care Orders).	✓					
To authorise the placement of a Looked after child outside England and Wales.	✓					

https://www.proceduresonline.com/shropshire/childcare/p_del_auth_fc_resid.html?zoom_highlight=scheme+of+delegation

https://www.proceduresonline.com/shropshire/childcare/p_hol_uk.html?zoom_highlight=scheme+of+delegation

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