



Department for Children and Young People

Integrated Children's Services

Scheme of Delegation for Statutory Social Work

1 Introduction

- 1.1 The Scheme of Delegation sets out the schedule of delegated responsibilities for core activities within Integrated Children's Services that require a decision being made in order to progress an activity or plan.
- 1.2 The Scheme of Delegation is based on Integrated 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.
- 1.3 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 / Family Support
 - Children in Care / Adoption / Kinship
- 1.4 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.
- 1.5 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.

Integrated Children’s Services- Scheme of Delegation – Operational Decisions

Integrated Children's Services- Scheme of Delegation – Operational Decisions

| DECISION MAKER – CHILD PROTECTION/FAMILY SUPPORT | | | | | | |
|--|---|-----------------|-----------------|--------------|----------------------|---|
| DECISION | Director CAH (Dir) / Head of Integrated (HoS) | Service Manager | Team Manager | Senior SW | Other | Planning Forum Comments |
| Referral and Assessment | | | | | | |
| Determine whether contact constitutes a referral | | | ✓ | ✓ | | Refer to Eligibility Matrix and Guidance |
| Deal with inter agency disagreement about referral | ✓ | ✓ | ✓ | | Head of Safeguarding | |
| "One off" provision arising from assessment | | | ✓ | ✓ | | Refer to Guidance and Budget Scheme of Delegations |
| Determine type of assessments required, e.g. S.17, Section 47 Enquiries. | ✓ | ✓ | ✓ | ✓ | | Refer to assessment flow chart and Guidance |
| Authority to allocate resources to an assessment | ✓ | ✓ | ✓ | ✓ | | Note Operational and Budget Delegation |
| Child Protection Planning | | | | | | |
| Determine the threshold for a child protection strategy meeting. | ✓ | ✓ | ✓ | ✓ | | PSW/CSW to challenge decision making as appropriate. |
| 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 South Gloucestershire, in either a paid or volunteer capacity will be chaired by the LADO or the Head of safeguarding PSW/CSW to have delegated authority in exceptional circumstances. |

Integrated Children's Services- Scheme of Delegation – Operational Decisions

| DECISION MAKER – CHILD PROTECTION/FAMILY SUPPORT | | | | | | |
|---|--|-----------------|------------------------------|-----------|----------------------------|--|
| DECISION | Director CAH (Dir) / Head of Integrated (HoS) | Service Manager | Team Manager | Senior SW | Other | Planning Forum Comments |
| Determine the threshold for an Initial Child Protection Conference (by day 5 of Section 47 enquiries) | ✓HOS | ✓ | ✓ | | | |
| Chair a Child Protection Conference | | | | | Quality Assurance Managers | If no QAM available, refer to Quality Assurance and Reviewing Team Manager In exceptional circumstances SM and TM can chair a conference providing this does not sit within their service area. |
| Chair Core Group meetings | | | ✓ | ✓ | ASW & SW | |
| Court Orders (* only in the absence of the Service Manager or Head of Service where delay would be likely to be harmful to a child) | | | | | | |
| Apply for an Emergency Protection Order | ✓ | ✓ | Can be delegated to TM by SM | | Consult with Legal | C.P. Strategy Meeting |
| Apply for child assessment orders | ✓ | ✓ | | | Consult with Legal | C.P. Strategy Meeting |
| 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 | 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 |

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| DECISION | Director CAH (Dir) / Head of Integrated (HoS) | Service Manager | Team Manager | Senior SW | Other | Planning Forum Comments |
| Use of secure accommodation without an order (max. 72 hours) | ✓ | | | | Director or Deputy Director | For children under 13 years of age permission of the Secretary of State required |
| Apply for secure accommodation order | ✓ | | | | Director or Deputy Director | Statutory Review or Planning Meeting. Lay Review Panel |
| Termination of contact. Apply for a S.34 order | | ✓ | ✓ | | Consult with Legal | Statutory Review |
| Apply for S38.6 | ✓ | ✓ | | | Consult with Legal | Statutory Review |
| Respond to a S.37 direction | | | ✓ | | Consult with Legal | |
| Respond to a S.7 direction | | | ✓ | ✓ | Consult with Legal | |
| Family Support | | | | | | |
| Initiate a family support package | | | ✓ | ✓ | | Preventative Services should be notified where there are resource commitments for them, and they can initiate a support package in their own right as appropriate. |
| Chair initial and review family support meetings | | | ✓ | ✓ | SW, ASW | CIN Meetings |
| Determine closure of a family support case | | | ✓ | ✓ | | CIN Meetings |

Integrated Children's Services- Scheme of Delegation – Operational Decisions

CHILDREN'S SOCIAL CARE SCHEME OF DELEGATION: OPERATIONAL DECISIONS

| DECISION MAKER – CHILDREN IN CARE/ADOPTION/KINSHIP | | | | | | |
|---|--|---|---------------------|--------------|--|---|
| DECISION | Director CYP Head of Integrated Services | Service Manager | Team Manager | Senior SW | Other | Planning Forum Comments |
| 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 | | ✓ | ✓ | | Family Placement Duty Manager | |
| Chair Placement Agreement Meetings | | | ✓ | ✓ | ASW & SW | |
| Approval of Care Plan at Statutory Reviews | | | TM agrees care plan | | Quality Assurance Managers agree / challenge | At Statutory Review |
| Agree the use of a non-South Gloucestershire placement, which is outside of the local authority boundary. | ✓ Final sign off | ✓ Gives permission (in exceptional circumstances, and where the DCS and HoS are not available, temporary sign off can be given for up to 5 days) | | | SEN Team Manager for Special School | Statutory Review or Planning Meeting or MACAP |
| Agree use of IFA foster placement or residential provision | ✓ | ✓ | Agrees to search | | | |
| To cease a LAC placement, section 20 | ✓ | ✓ | ✓ | | | Statutory Review At Risk of Disruption meeting if non-urgent Disruption Meeting if placement ends. |
| To cease a placement for a 16/17 year old LAC under sect 20 | ✓ | | | | | |
| To approve placement of child on | ✓ | | | | | Statutory Review. |

Integrated Children's Services- Scheme of Delegation – Operational Decisions

| DECISION MAKER – CHILDREN IN CARE/ADOPTION/KINSHIP | | | | | | |
|---|--|---|--|--------------|--|---|
| DECISION | Director CYP Head of Integrated Services | Service Manager | Team Manager | Senior SW | Other | Planning Forum Comments |
| care order with Parents or Connected People (relatives or friends under Reg 24) | Sign Off PWP | ✓ Agrees care Plan / Placement of reg 24 | | | | Note Regulations and Departmental Procedures. |
| To limit or refuse contact for S.31 children and young people | ✓ | To be notified | ✓ | ✓ | Consult with Legal | Decision fed back to Statutory Review |
| To approve adoption plan for adoption. | ✓ | | | | Agency Decision Maker | Adoption Panel recommends adoption |
| Approve placement for adoption | ✓ | | | | Agency Decision Maker | Adoption Panel recommends adoption. |
| Missing Children in Care | To be notified | To be notified | Initiate strategy meeting , as appropriate | | | See Missing Children Policy |
| To support/not support application for a residence order or SGO. | ✓ | ✓ | | | | Decision fed back to Statutory Review |
| In PLO process commission assessments of parenting capacity. | ✓ | ✓ | | | | |
| Approve permanence plans for children in care preparation for formal Review by IRO | ✓ | ✓ | ✓ | | | |
| Private Fostering Arrangement: Agree a placement with specific carers. Impose Requirements, Prohibition or agree long-term exemption. | ✓ | ✓ (Corporate Parenting) | | | Consult with legal where Prohibition or Requirements are proposed. | Refer to Guidance |

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|--|--|--|-----------------|--------------|---|---------------------------------------|
| DECISION | Director CYP Head of Integrated Services | Service Manager | Team Manager | Senior SW | Other | Planning Forum Comments |
| Conversion of foster placement to Staying Put | ✓ | ✓ | | | | |
| Children Looked After and Subject to a Care Order (for Accommodated Children, authority will reside with adult with PR) | | | | | | |
| 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 | ✓ | ✓ | | | | Decision fed back to Statutory Review |
| 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 | Decision fed back to Statutory Review |
| 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) | Outcome fed back to Statutory Review |
| Child or young person who is looked after to be hospitalised either 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 | | | | |

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|--|--|-----------------|-----------------|--------------|--------------------|---------------------------------------|
| DECISION | Director CYP Head of Integrated Services | Service Manager | Team Manager | Senior SW | Other | Planning Forum Comments |
| To consent to marriage of a young person in care | ✓ | ✓ | | | Consult with Legal | Decision fed back to Statutory Review |
| To agree a religious custom or ritual requiring parental consent | ✓ | ✓ | | | Consult with Legal | Decision fed back to Statutory Review |