

**Dorset Children's Services Scheme of Delegated Authority for Education Services,
Business Support and Early Help**

- **Education Services**
- **Business Support**
- **Early Help**

ACTION REQUIRED	DELEGATED TO	IN ABSENCE OF DELEGATED PERSON
1. EDUCATION SERVICES		
Champion the needs of vulnerable children and young people so there is an inclusive learning system for all	Principal Teacher	All staff
Monitor the performance of maintained schools (NB this includes the effectiveness of Governance)	Principal Teacher	Education challenge leads
School Budgets – monitoring of school budgets and distribution of funds to schools from the Education & Skills Funding Agency	Education Services Manager	Team Manager Schools, Finance & Support
School Admissions – ensuring school aged children are provided with school places according to the admissions code	Admissions Manager	Education Services Manager
Number of School Places – ensure sufficient number of school places to meet population demand	Admissions Manager	Education Services Manager
Direct a School to take a pupil	Corporate Director for Education and Learning	Principal Teacher
Intervene to provide school improvement support to help under-performing <i>maintained</i> schools	Principal Teacher	Education Challenge Leads
Broker solutions for failing maintained schools	Principal Teacher	Education Challenge Lead
Ensure that strategic coherence is in place to enable schools secure effective partnerships to improve the quality of teaching and learning	Principal Teacher	Education Challenge Lead
Refer to RSC and Ofsted re: performance of academies	Corporate Director for Education and Learning	Principal Teacher
Monitor national curriculum assessment: Ensure that national curriculum tests are conducted appropriately in maintained schools	Principal Teacher	Education Challenge Leads
Support for SACRE (Standing Council for Religious Education)	Nominated Service Manager for Education and Early Help	Alternate service manager

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Encourage, enable & assist yp to participate in education / training	Service manager for Education and Early Help	Team leader - inclusion
On a statutory basis, monitor the educational attainment and progress of Children in care from the age of 3 to 25 years	Principal Teacher	Service Manager – Corporate Parenting and Leaving Care
Undertake the Personal Education Planning (PEP) process in partnership with the social worker, Designated Teacher, Foster Carers/Parents and young person for every Child in Care in Dorset schools/academies or those placed outside of Dorset in other counties regionally or nationally	Virtual School Leads	Ed & EH Service Managers
Write and present an Annual Report to the Governing Body on the Attainment and Progress of Children in Care in the school/academy.	Principal Teacher	Nominated Specialist Teacher
Ensure children of compulsory school age are receiving a suitable education by regular attendance or otherwise.	Inclusion Leads – localities	Inclusion Team Manager – localities
Enforce school attendance under Sections 444, 444A and 444ZA of the Education Act 1996. Undertake enforcement proceedings under Section 103 of the Education and Inspections Act 2006 and instigate proceedings under Section 444 of the Education Act 1996.	Inclusion Leads - localities	Inclusion Team Manager – localities
Ensure schools/academies are compliant with the Education (Pupil Registration - England) Regulations 2006 and Section 434 and 551 of the Education Act 1996.	Inclusion Leads – localities	Inclusion Team Manager – localities
Ensure that schools and academies comply with Section 175 of the Education Act 2002 regarding their safeguarding responsibilities.	Safeguarding and Standards Advisers	Education challenge leads
Responsibility for arranging suitable full-time education for permanently excluded pupils. This applies to all children of compulsory school age resident in the local	Schools in liaison with Inclusion Leads – Localities	Inclusion Team manager – localities

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authority area, (Alternative Provision Statutory guidance for local authorities January 2013).		
Ensuring a good education for children who cannot attend school because of health.	Inclusion Leads – localities	Alternate locality inclusion lead
Ensure the delivery of the entitlement to free provision for around the 40% most disadvantaged two-year-olds, the universal entitlement to free provision for three-and four-year-olds and secure sufficient childcare for working parents.	Early years Team Managers in locality teams	Ed & EH Service Managers
Provide information and advice to providers and parents, plus training for providers	Family Information Service	
Governor Services - Maintaining a database of governors from maintained schools, drawing up instrument of government for all maintained schools, advising all maintained boards on their statutory responsibilities and signposting boards to training	Governor Services Officer	Education Services Manager
Deliver on the core and extension roles from the National Plan for Music Education and report annually to ACE.	Head of Music Service	
2. BUSINESS SUPPORT		
Basic purchasing including the use of Purchasing Cards is preferred for low value expenses as directed by corporate procurement procedures and guidelines.	Business Support Managers	Business Manager
Allocation of Business Resource to Children’s Services to support officers delivering services	Business Manager	Business Support Managers
Provision of guidance and support to Children’s services to help facilitate formal decision making.	Business Manager	Business Support Managers
Business Support Staffing Budget managed by Business Manager. All Decisions on use of budget made in accordance with corporate financial procedures and guidelines.	Business Manager	Business Support Managers
3. EARLY HELP		

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<p>Statutory Powers Exercise the power conferred to the Local Authority under Section 10 of the Children Act (2004) To make arrangements to promote co-operation between:</p> <p>(a)the authority;</p> <p>(b)each of the authority's relevant partners; and</p> <p>(c)such other persons or bodies as the authority consider appropriate, being persons or bodies of any nature who exercise functions or are engaged in activities in relation to children in the authority's area.</p>	<p>Ed & EH Service Managers</p>	<p>Heads of Locality & Strategy</p>
<p>Ensure compliance with arrangements made with a view to improving the well-being of children in the authority's area so far as relating to:</p> <p>(a)physical and mental health and emotional well-being;</p> <p>(b)protection from harm and neglect;</p> <p>(c)education, training and recreation;</p> <p>(d)the contribution made by them to society;</p> <p>(e)social and economic well-being.</p>	<p>Ed & EH Service Managers</p>	<p>Team Managers</p>
<p>Basic purchasing for provision of Early Help including the use of Purchasing Cards is preferred for low value expenses as directed by corporate procurement procedures and guidelines.</p>	<p>Team Managers</p>	<p>Ed & EH Service Managers</p>
<p>Safeguarding Provision of safeguarding as their role as Designated Safeguarding leads for the wellbeing of children, young people and families the service is in contact with.</p>	<p>Team Managers</p>	<p>Ed & EH Service Managers</p>
<p>Local Accountability - holding local partners to account through Local Alliances.</p>	<p>Heads of Locality and Strategy</p>	<p>Ed & EH Service Managers</p>

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Family Support Packages – low level spend on packages via requests agreed by local (locality) panels drawn off the Family Support Packages Framework. Any appeals are passed to Heads of Locality for final decisions.	Initial decision making on spend – Team Managers	Ed & EH Service Managers Escalation – Heads of Locality & Strategy
Early Help Budget managed by Service Managers for the programme locally. All decisions on use of budget made in accordance with corporate financial procedures and guidelines.	Ed & EH Service Managers	Heads of Locality & Strategy
Commissioning of services to deliver early help locally undertaken in line with DC contract and procurement regulations.	Ed & EH Service Managers	Heads of Locality & Strategy
Complaints will be responded to in line with the corporate procedures and guidelines.	Initial – Ed & EH Service Managers	Escalation – Heads of Locality & Strategy
Buildings / Facilities Management / Key holding Localities are responsible for some buildings. These will be managed locally within localities in partnership with Property Services. Local arrangements will be put in place to ensure compliance with property requirements, including key holding. Small amounts of cash will be kept in locked safes in buildings and banked regularly (this is likely to be minimal).	Team Managers	Ed & EH Service Managers
Cases where CIN/CP threshold met Staff will discuss children and young people through weekly 'Step up/ Step Down' meetings. Any disputes will be resolved through the Escalation Policy.	Team Managers	Escalation – Ed & EH Service Managers
Personal Information Sharing Agreements and Privacy Notices – Such agreements have to be in place between DC (Localities) and all our	Relevant Corporate Director	Alternate Corporate Director

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partner agencies that are accessing the BI tool for the purposes of their provision of support to families.	Advice from Data Protection Officer	
Memorandum of Understanding – As part of our work, DC has been required to sign MOUs periodically around specific aspects of delivery.	Relevant Corporate Director	Alternate Corporate Director