

Slough Children's Services Trust



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Scheme of Delegation

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Scheme of Delegated Authority for decision making for children

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Decision	Delegation To	Will Take Decision In Absence of Person With Delegated Authority	Comment/Guidance
1. Section 17 spend			
<p>Up to £1000 per child/family (in any one cost or transaction)</p> <p>Over £1000 per child/family</p> <p>Over £5,000 per child/family</p>	<p>Consultant Social Worker</p> <p>Group Manager Head of Service</p> <p>Head of Service</p>	<p>Peer Consultant Social Worker</p> <p>Peer Group Manager Peer Head of Service</p> <p>Finance Director</p>	<p>Finance Regulations</p>
2. Decision to Accommodate			
<p>Decision to accommodate a child with in house foster carers or Mallards Residential Home.</p> <p>Decision to accommodate a child in an Independent Fostering Agency (IFA), or</p> <p>Decision to accommodate a child in an External Residential Home.</p> <p>Decision to place outside Slough or 'at a distance' external residential placement</p>	<p>Group Manager</p> <p>Placements panel or Chair/ Head of Service for IFA</p> <p>Chief Executive/Nominated Officer</p> <p>Chief Executive/Nominated Officer</p>	<p>Peer Group Manager</p> <p>Peer Head of Service</p> <p>Finance Director</p> <p>Finance Director</p>	<p>Children Act 1989. Care Planning, Placement and Case Review Regulations 2015</p> <p>In consultation with the IRO</p> <p>In consultation with the IRO</p> <p>In Consultation with the IRO</p>

3. Care Proceedings			
Decision to apply for an ICO	Head of Service and then Weekly Legal surgeries	Head of Service Assessments or Protection and Care	S31 Children Act 1989
Decision to endorse the Care Plan for the final hearing	Group Manager	Peer Group Manager	CLA (1999) 29 One or more relevant Senior Officers should endorse the care plan for the final hearing as an Trust wide statement of its commitment to the plan. The choice of one or more senior officers designated to endorse care plans on behalf of the Trust is for the Trust to determine.
Decision to endorse the Care Plan for the final hearing; where an independent provider resource is required	Head of Service and Finance Director	Finance Director and Head of Service	Funding must have previously been agreed through departmental panel processes and the final Care Plan endorsed once placement authorised.
Decision to apply for a Supervision Order	Group Manager	Peer Group Manager	S31 Children Act 1989
Decision to apply for an Emergency Protection Order	Group Manager in consultation with Legal services	Peer Group Manager	S44 Children Act 1989
Decision to apply for a Child Assessment Order	Group Manager in consultation with Legal services	Peer Group Manager	S43 Children Act 1989
Decision to apply for discharge or variation of a Care or Supervision Order (including extension of a Supervision Order)	Group Manager in consultation with Legal services	Peer Group Manager	S39 Children Act 1989

Decision to discharge a child on Sect 20 from accommodation	Group Manager, Head of Safeguarding and IRO	Peer Group Manager, Head of Safeguarding and IRO	Following decision at a statutory review or in consultation and agreement from allocated IRO.
4. Contact with Parents			
Decision to refuse parental contact with a child subject to a Care Order for up to seven days in an emergency when it is necessary to do so in order to safeguard or promote the child's welfare	Group Manager in consultation with legal services.	Peer Group Manager	S34 (6) Children Act 1989
Authorise contact of a LAC with parents	Group Manager	Peer Group Manager	"Decision on reasonable contact both direct and indirect between LAC and parents and persons with PR, siblings and significant others consistent with LAC welfare". Delegation should be "Head of Service on recommendation of LAC Review" "Guidance should be "S34(1) and Sch 2 para 15 (1) Children Act 1989"
Decision to apply for an Order authorising the Trust to refuse contact	Head of Service and legal services.	Peer Head of Service	S34 (4) Children Act 1989

5. Medical Consent and Treatment			
Medical consent for a child subject of Care Order: Routine medical treatment	Group Manager/ Head of Service	Peer Group Manager/Head of Service	Consent to be recorded in the Placement Information Record, signed by the Consultant Social Worker
Authorise testing for blood born virus	Head of Service	Peer Head of Service	Consent to be recorded in the Placement Information Record, signed by the Consultant Social Worker S20- parents need to sign written consent Care Order or ICO- LA sign consent
Emergency medical treatment which may or may not involve general anaesthetic	Foster Carer or Residential Manager on behalf of the Head of Service		Medical staff can act in an emergency on the basis of medical need
Planned medical treatment involving surgery and general anaesthetic	Group Manager	Head of Service	Parental involvement should always be considered and only excluded if not in the child's best interests
6. Decision to Withhold Whereabouts of a Child in Care			
Decision to withhold the whereabouts of a child in care from a person, usually the parent	Head of Service and Legal Services	Head of Service and consult legal services.	Schedule 2 s15(4)Children Act 1989 A local authority is not required to inform any person of the whereabouts of a child if- a. the child is in the care of the authority; and b. the authority has reasonable cause to believe that informing the person would prejudice the child's welfare. NB This does not apply to LAC accommodated

			under S20 Children Act 1989 when there is NO POWER to withhold this information unless an order has been applied for and obtained
Provision of accommodation in order to protect the child (e.g. to a father who is considered to be a risk to the child)	Head of Service and Resource panel.	Peer Head of Service	Schedule 2 para s5 Children Act 1989
7. Death of a Looked After Child			
Notification following the death of a child looked after / serious harm to a child in an children's home / foster care	Chief Executive and Head of Safeguarding.	Chief Executive and Head of Safeguarding.	Schedule 2 s20 Children Act 1989 Regulation 43 (1) and Schedule 8 Fostering Services 2002 Regulation 30 and Schedule 5 Children's Homes Regulations 2001 OFSTED Guidance on Handling Serious Child Care Incidents
Funeral arrangements following the death of a child looked after	Head of Service	Peer Head of Service	These should always be made in consultation with the parent and may be made by the parent if they so wish and if it is deemed appropriate
8. Child missing from care or at risk of CSE			
Notification following the child missing from home and care	Chief Executive and Head of Safeguarding.	Chief Executive and Head of Safeguarding.	Statutory guidance on children who run away or go missing from home or care 2014 Slough Children Missing from Home or Care Procedure
Child or young person at risk of CSE or subject to CSE	Chief Executive and Head of Safeguarding. Head	Chief Executive and Head of Safeguarding. Head of Service	Tackling Child Sexual Exploitation – Govt. Publication 2015

	of Service		Slough LSCB Strategy to Tackle CSE
9. Notification to OFSTED of Serious Harm to a Child/Serious Case Review			
Notification to OFSTED of serious harm to a child / Serious Case Review	Chief Executive, Assistant Director, Head of Service, Head of Safeguarding and Head of Placements, (Reference to LSCB Chair)	Chief Executive, Assistant Director, Head of Service, Head of Safeguarding, Head of Placements, (Reference to LSCB Chair)	OFSTED Guidance on Handling Serious Child Care Incidents
10. Placement of a Child with Parents			
Decision to place child who is the subject of a Care Order or Interim Care Order with parents or persons with parental responsibility for a period in excess of 24 hours	Chief Executive	Head of Service	Vol. 3 Children Act 1989 Guidance & Regulations 5.40 Where a Director nominates another officer as decision maker the nomination should reflect the serious nature of the decision and this nomination should rest at third tier level i.e. assistant chief officer area director or area manager or an equivalent senior level. Nominees will need good knowledge of child care practice in order to provide a considered opinion The nomination of the senior officers can only be made by the Director and should be in writing

11. Placement of a Child with Family and Friends			
Place LAC with family and friends	Head of Service Resource and Fostering panels	Peer Head of Service	Care Planning, Placement & Case Review Guidance & Regulations 2015
12. Private Fostering (Procedure(s): Private Fostering Procedure)			
Ratify a private fostering arrangement	Head of Service Assessments and Fostering Support Team Manager for ongoing support. To carers.	Peer Head of Service	Replacement Children Act 1989 Guidance on Private Fostering
13. Holidays Abroad and Passports			
Permission to go abroad (for a period of less than one month) including signing passport application for child subject of a Care Order	Head of Service	Peer Head of Service	S33(8) Children Act 1989
Authorise application for a passport for a LAC	Consultant Social Worker	Group Manager	S33(3) Children Act 1989 in respect of a child in care and S22(3) Children Act 1989 in respect of a child provided with accommodation under S20.

14. Application for a Child to live outside England and Wales			
Decision to apply for leave of the Court for a child in care to live outside England or Wales	Chief Executive, Head of Safeguarding and IRO	Chief Executive, Head of Safeguarding and IRO	S33 (7) (b) Children Act 1989. This may have substantial financial implications and therefore delegation should reflect this
15. Change of Name of a Looked After Child			
Permission for child subject to a Care Order to be known by a new surname (only possible with agreement of everyone with parental responsibility or leave of the Court)	Chief Executive, Head of Safeguarding and IRO	Chief executive, Head of Safeguarding and IRO	S33 (7) (a) Children Act 1989
16. Marriage of a Looked After Child			
Permission for a child subject of a Care Order to marry	Chief Executive	Head of Service	S33(3) Children Act 1989
17. Overnight Stays			
Decision for a child looked after to have a normal social visit over night	Foster Carer and Children's Homes Manager	Social Worker in complex circumstances.	CLA (2004)4 Decisions on overnight stays should in most circumstances be delegated to foster carers and residential care staff and arrangements for such decisions written into the placement plan or Foster Placement Agreement . Children Looked After should as far as possible be granted the same permission to take part in normal and acceptable age appropriate peer activities as would

			reasonably be granted by parents of their peers. Only where there are exceptional reasons should the permission of the responsible authority be required or restrictions placed on overnight stays.
18. Recovery Order			
Decision to apply for a Recovery Order for a child who is in care, the subject of an EPO or in Police protection	Head of service	Peer Head of Service	S50 Children Act 1989
19. Informing 3rd Party about a Person Considered to be a Risk to Children			
Decision to inform a third party of the identity and concerns about a person who is considered a risk to children	Head of Safeguarding/LADO	Peer Head of Service	S33(3) Children Act 1989 and S22(3) Children Act 1989 for LAC, S17 Children Act 1989 for children in need and S47 Children Act 1989 for children at risk
20. S47 Enquiries and Child Protection Conferences			
Decision to initiate s47 enquiries	Consultant social worker or above	Consultant social worker or above	S33(3) Children Act 1989 and S22(3) Children Act 1989 for LAC, S17 Children Act 1989 for children in need and S47 Children Act 1989 for children at risk
Decision to take no further action following s47 enquiries	Consultant social worker	Peer Consultant social worker or above	S47 children Act 1989
Decision to convene a Child	Consultant social	Peer Consultant social	

Protection Conference following s47 enquiries	worker	worker or above	
21. Secure Accommodation			
Authority to apply for a Secure Accommodation Order	Chief Executive	Chief Executive	S25 Children Act 1989 Vol. 4 CA 89 Guidance & Regs. 8.6 'Steps should be taken to ensure all decisions to seek a placement for a child in secure accommodation are taken at a senior level in the authority. This should not be less than at Asst Director level and such a person should be accountable to the Director for that decision.
Authority to decide on a placement in secure accommodation without an Order for up to 72 hours	Chief Executive	Chief Executive	S25 Children Act 1989 See above
Review of placement in secure accommodation in community home	Peer Head of Service/ Independent Reviewing Officer/ Independent Person) (HOS Cannot be line manager for the SW)	Peer Head of Service/ Independent Reviewing Officer/ Independent Person)	S15 Children (Secure Accommodation) Regulations 1991 Each local authority looking after a child in secure accommodation in a community home. shall appoint at least 3 persons at least one of which is not employed by the local authority by or on behalf of which the child is being looked after who shall review the keeping of the child in such accommodation for the purposes of securing her/his welfare within one month of the inception of the placement and then at such intervals not exceeding three months where the child

			continues to be kept in such accommodation
22. Adoption (Procedure(s): Fostering and Adoption Procedures)			
Adoption Agency Decision Maker	Chief Executive	Head of Service	The Adoption Agencies (Miscellaneous Amendments) Regulations 2013 Adoption & Children Act 2002 Guidance Adoption Agencies Regulation 27.2 no member of the Adoption Panel can take part in the agency decision. It should be taken by a senior person in the agency such as the agency's adoption manager or Assistant Director who is not a member of the Panel that submitted the recommendation
Designated Person to manage allegations and Liaise with the LADO	Head of Safeguarding and Head of Service Placements		
Senior manager with whom Adoption Agency Decision Maker will discuss cases where s/he is minded not to accept the Adoption Panel's recommendation	Head of Service Placements		Statutory Guidance on Adoption-For local authorities, voluntary adoption agencies and adoption support agencies July 2013 Paragraph 3.83 Statutory Guidance on Adoption July 2013

23. Fostering			
Fostering Panel Decision Maker	Chief Executive	Head of Service Fostering	Regulation 28 Fostering Service Regulations 2011 No member of a fostering panel shall take part in any decision by the fostering service provider to approve or set terms of approval for a foster carer
Chair of Fostering Panel that makes recommendations about approval and any terms of approval	Independent Chair Person	Deputy Chair appointed by Panel	Regulation 24 Fostering Service Regulations 2011
Manager to authorise fostering exemptions, increasing the limit of children placed in a fostering placement on an emergency/ temp basis - up to 6 weeks.	Head of Service-Placements and notify Other LA area.	Assistant Director	
Manager who may authorise increasing the limit of children placed in a fostering placement on a planned basis - after all checks undertaken and the Fostering Panel has recommended an increase.	Head of Service-Placements	Head of Service Fostering	
Authorise publicity for family finding for the adoption and long term fostering of children	Head of Service Placements	Team Managers Fostering and Adoption	
Designated Person to manage allegations and liaise with the LADO	Head of Service Placements	Team Managers Fostering and Adoption	

24. Youth Offending Team			
Performance of YOT/youth crime	Head of Service - YOT	Operational Manager - YOT	Crime and Disorder Act 1989
Consolidated Budget Spend	Head of Service - YOT	Operational Manager - YOT	Finance Regulations
Award contracts for specific work	Head of Service - YOT	Operational Manager - YOT	Regarding specific grant funding
Decision to request caretaking arrangements and caretake young people	Head of Service - YOT	Operational Manager - YOT	Working to Thames Valley agreement and takes into account YJB guidance
Decision to recommend a range of Court Orders	Head of Service - YOT	Operational Manager - YOT	Crime and Disorder Act 1998, YJB case management guidance
Decision to request early revocation of a Court Order	Head of Service - YOT	Operational Manager - YOT	
Decision to request change of bail conditions and grant 'holidays'/going abroad while subject to a Court Order	Head of Service - YOT	Operational Manager - YOT	
Decision to recommend a Secure Training Centre as opposed to a Young Offenders Institution	Head of Service - YOT	Operational Manager - YOT	In line with safeguarding and public protection considerations, case management guidance and discussions with YJB Placements team
Parole reports	Head of Service - YOT	Operational Manager - YOT	
Allegations/Complaints/investigations, FOI's, Data Controller/sharing etc	Head of Service - YOT	Operational Manager - YOT	Data Protection Acts 1998, various procedures related to complaints, freedom of information etc
Critical Incidents	Head of Service - YOT	Operational Manager - YOT	YJB guidance used
Recruitment	Head of Service - YOT	Operational Manager - YOT	Employment Law
Publicity	Head of Service - YOT	Operational Manager - YOT	

Health and Safety	Head of Service - YOT	Operational Manager - YOT	In line with various legislations such as Health and safety at work (1974), Fire Safety Act (2002) etc
Production of various plans including the Youth Justice Plan	Head of Service - YOT	Operational Manager - YOT	Crime and Disorder Act 1998
25. SEN			
LDD Panel with Children and Young People with SEN	Chair of Panel – Head of Service	SEN Manager	Education Act 1996 Schedule 27 Schedule 323
School placements for children with EHCPs or Statements of SEN	Head of Service	SEN Manager	Education Act 1996 Schedule 323
Independent placements for children with EHCPs or Statements of SEN	Head of Service	SEN Manager	Education Act 1996 Schedule 323
Residential placements for children with EHCPs or Statements of SEN	Head of Service/Commissioner	Head of Service/SEN Manager	Commissioning remained with SBC
Transport for children pr young people with EHCPs or Statements of SEN To increase/decrease funding to schools	Transport Panel – SBC/CE/SCT	Head of Service	Joint agency weekly meeting with SBC and Cambridge Education
To commission additional places at Slough special schools and Slough resource bases	Head of Service/SBC Commissioner	Head of Service	
To commission EP assessments	Head of Service	SEN Manager/Senior Case Officer	