



| CHILDREN'S SERVICES SCHEME OF DELEGATED RESPONSIBILITY September 2017 | |
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| 1. Planning for Children in Need 2. Child Protection 3. Decision to Accommodate 4. Care Proceedings 5. Contact with Parents | 6. Looked After Children 7. Care Leavers 8. Criminal injuries Compensation 9. Finance 10. Other |

| ACTION REQUIRED | DELEGATED TO | IN ABSENCE OF DELEGATED PERSON |
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| 1. PLANNING FOR CHILDREN IN NEED | | |
| Signing off Single Assessment | SW Sign and CSW countersigns | District Safeguarding Manager / Service Manager in the absence of any CSW |
| Signing Off Missing from Home exemplars | CSW | Safeguarding District Manager |
| Request support from early help via Transfer meeting | District Safeguarding Manager / Service Manager | CSW |
| Request for planned weekend work | District Manager Safeguarding to District Manager EH or relief pool | Cover District Managers |
| Arrange and Chair Child in Need meetings | CSW/SW | CSW countersigns minutes and plans |
| Authorise specialist assessment (requiring funding) | TARP | TARP |
| Signing Residential Assessment agreements | HOS | HOS |
| Complex Case Reviews | CSW / TM | District Safeguarding Manager |
| Disabled CYP – Eligibility for Assessment (within MASH) | CSW / TM | Disability Service Manager |
| Disabled CYP – Eligibility for Services | CSW / TM | Disability Service Manager |
| Agreement for B&B use for children refusing s20 but has nowhere to reside in an emergency (1 night only whilst CSC assess/liase with housing) | HOS following District Safeguarding Manager agreement | HOS |
| Private Fostering – Approve assessment of private foster carers | District Safeguarding Manager / Service Manager | HOS |
| Private Fostering – Designated Officer | TM Kinship | Service Manager Fostering |
| Private Fostering – Authorise legal action to prohibit private carer from looking after a child or to impose, vary or remove requirements. | HOS in consultation with Legal | Service Director CS |

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| 2. CHILD PROTECTION | | |
| Initiate S47 enquiries | TM/CSW | District Safeguarding Manager / Service Manager |
| Approving outcome of S47 enquiries | District Safeguarding Manager / Service Manager | HOS/ Lead SEND Social Care Manager |
| Chair S47 case discussions and Strategy meetings | TM/CSW LADO for allegations concerning professionals or of organised abuse | District Safeguarding Manager / Service Manager LADO |
| Chair Complex Strategy Meetings | District Safeguarding Manager / Service Manager | District Safeguarding Manager/ Service Manager / Lead SEND Social Care Manager HOS |
| Request an Initial CP Conference | District Safeguarding Manager / Service Manager | District Safeguarding Manager/ Service Manager / Lead SEND Social Care Manager HOS |
| Make child subject to a Child Protection Plan | Chair of CP Conference | Chair of CP Conference to sign conference minutes to endorse decision |
| Chair Core Group Meetings | SW (2 years post qualified) | CSW/TM |
| Planning in respect of child where s47 enquiries have not resulted in likelihood of significant harm | SW/CSW/TM | CSW/District Safeguarding Manager / Service Manager |
| Remove child from being subject of CP Plan | Chair of CP Conference within a multi-agency context | Chair to sign minutes to endorse this decision |
| Referral to Serious Case Review | Service Director CS / Head of PQA | Service Director CS/ Head of PQA |
| Authorise Serious Case Review | Chair of LSCB | Chair of LSCB to sign when completed. Service Director CS to sign completed SC Review |
| Notifications of an offence | Service Manager PQA | HOS PQA |
| Inform member of public of the identity and concerns about a person who is considered a risk to children. | Multi Agency process to be followed ie : 1) MAPPA Process 2) Police Offender Disclosure process 3) Forming a belief process | |

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| 3. DECISION TO ACCOMMODATE | | |
| Decision to accommodate Child in an emergency | HOS Lead SEND Social Care Manager | HOS Lead SEND Social Care Manager |
| Decision to accommodate Child in a planned manner | TARP | TARP |
| Sign off paperwork for CTAPP Applications | CSW | District Safeguarding Manager / Service Manager |
| Use of B&B accommodation for Children who are already looked | HOS | HOS |

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| after (for 1 night only as a last resort and then Assistant Director CS to agree any extension) | | |
| Decision for placement out of county | HOS | Assistant Director: CS |
| Disabled Childrens Panel for decisions to agree short breaks via residential service or Link and to authorise continuation of short break | Service Manager/Disabled Childrens Panel | HOS/ Lead SEND Social Care Manager |
| Decision to discharge a child from accommodation – where the parent has not made the request | HOS | HOS/ Lead SEND Social Care Manager |

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| 4. CARE PROCEEDINGS | | |
| Decision to commence PLO/Care Proceedings | TARP | TARP |
| Decision to commence proceedings in an emergency i.e. EPO | HOS | HOS/ Lead SEND Social Care Manager |
| Permission to hold Legal Planning Meeting | District Safeguarding Manager / Service Manager | HOS/ Lead SEND Social Care Manager |
| Permission to have short Legal discussion | District Safeguarding Manager / Service Manager | HOS/ Lead SEND Social Care Manager |
| Decision to endorse and sign off Interim Care Plan | District Safeguarding Manager / Service Manager | District Safeguarding Manager / Service Manager |
| Decision to endorse the Care Plan for the final hearing <i>Only the Agency Decision Maker has the authority to change endorsed panel decision, i.e. plan for adoption etc.</i> | District Safeguarding Manager / Service Manager | District Safeguarding Manager / Service Manager |
| Decision to apply for discharge or variation of a Care or Supervision Order or Emergency Protection Order. | District Safeguarding Manager / Service Manager | HOS/ Lead SEND Social Care Manager |
| Signing off of court statements in proceedings | CSW (following both District Safeguarding Manager / Service Manager and Legal oversight) | District Safeguarding Manager / Service Manager |
| Section 7 Reports – Sign Off | CSW | District Safeguarding Manager / Service Manager |
| Section 37 Reports – Sign Off | District Safeguarding Manager / Service Manager | HOS/ Lead SEND Social Care Manager |

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| 5. CONTACT WITH PARENTS | | |
| Decision to refuse parental contact with a CYP subject to a Care Order – up to seven days in an emergency – when necessary to do so in order to safeguard/promote child's welfare | District Safeguarding Manager / Service Manager in consultation with Legal | HOS/ Lead SEND Social Care Manager |
| Decision to apply for an order authorising the Authority to refuse contact | CSW/District Safeguarding Manager/ Service Manager after legal consultation | HOS/ Lead SEND Social Care Manager |
| Decision to refer for Supervised Contact | CSW | District Safeguarding Manager / Service Manager |

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| 6. LOOKED AFTER CHILDREN | | |
| Agree Emergency placement | Duty Head of Service for out of hours/ EDT | Service Director CS/ Assistant Director CS |
| Allocate foster placement | Service Director CS | Assistant Director CS |
| Allocate foster placement out of Cambridgeshire LA area | Service Director CS | Assistant Director CS |
| Allocate residential placement within Cambridgeshire | Service Director CS | Assistant Director CS |
| Allocate residential placement outside of Cambridgeshire LA area | Service Director CS | Assistant Director CS |
| Authorise interim purchased placement | HOS | Assistant Director CS |
| Authorise planned purchased placement | TARP | Assistant Director CS |
| Authority to apply for a Secure Accommodation Order | Executive Director P&C to chair Secure Accommodation Panel | Service Director CS |
| Decision to exclude person with PR from the review process | Independent Review Officer | HOS Lead SEND Social Care Manager |
| Notification to a parent of LAC that their child has been injured or admitted to hospital | CSW | District Safeguarding Manager / Service Manager |
| Minor and/or routine medical treatment for CYP on orders | Foster Carer, with signed paperwork from TM/CSW and parents (if appropriate) | District Safeguarding Manager / Service Manager |
| Authorise testing for blood borne virus for CYP on orders | HOS | Service Director CS |
| Emergency medical treatment which may or may not involve general anaesthetic for CYP on orders Out of Hours – as above | HOS with consultation with treating Physician and parent if possible. Can be delegated by HOS. Emergency Duty Team /HOS / Parent(s) with consultation with treating Physician | Service Director CS |
| Planned medical treatment involving surgery and general anaesthetic for CYP on orders | HOS authorisation. CSW / Social Worker to attend hospital to represent social care. | Service Director CS authorisation |

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| Significant and permanent medical intervention e.g. termination, sterilisation, organ transplant for CYP on orders | HOS | Service Director CS |
| Decision to withhold or withdraw life preserving medical treatment for CYP on orders | Executive Director P&C in consultation with treating physician and parents | Service Director CS |
| Review / change End of Life Care Plans | IRO is to Chair meeting if possible. HOS to consult appropriately with necessary persons including parent /person with PR Legal and Head of Service | HOS Lead SEND Social Care Manager |
| Withhold whereabouts of child in care from a person - usually the parent. | District Safeguarding Manager / Service Manager after Legal consultation | HOS Lead SEND Social Care Manager |
| Notification following the death of a child looked after/serious harm to a child in a residential unit or a foster carers home | CSW/District Safeguarding Manager / Service Manager to inform HOS | District Safeguarding Manager / Service Manager to notify: HOS HOS P&Q EXEC DIRECTOR CFA LEAD MEMBER COMS SERVICE DIRECTOR CS |
| Funeral arrangements following the death of a Looked After Child. | District Safeguarding Manager / Service Manager If S20 – parent responsible for arranging. | HOS Lead SEND Social Care Manager |
| Notification to OFSTED of serious harm to a child | Head of PQA | Service Director CS |
| Schedule 3 (Placement with Parents Regs) | HOS Lead SEND Social Care Manager | HOS Lead SEND Social Care Manager |
| Schedule 4 – (Placement with a connected person) | ADM Fostering | ADM adoption |
| Permission to go abroad – period of less than 1 month | CSW | District Safeguarding Manager / Service Manager |
| Passport application for child subject to a care order | CSW | District Safeguarding Manager / Service Manager |
| Decision to apply for leave of the Court for a child in care to live outside of England or Wales | District Safeguarding Manager / Service Manager | HOS |
| Permission for a child subject to a care order to be “known as” another surname | CSW | District Safeguarding Manager / Service Manager |
| Permission for a child subject of a care order to marry | Executive Director P&C | Service Director CS |
| Decision for a child looked after to have a normal social visit over night | CSW | Can be delegated to foster carer via placement information record / review / safety plan. |

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| Regular and extended stays with friends | CSW | Can be delegated to foster carer via placement information record / review / safety plan. |
| Regular and extended stays with family | CSW | District Safeguarding Manager / Service Manager |
| Authorisation for school trips for Looked After Children | Child's carer working on the premise of 'a responsible parent' | |
| Authorities for CYP on Placement Orders and placed with pre-adoptive parents. | Permissions to be identified on Adoption Support Plan and Placement | |
| Decision to apply for a recovery order for a child who is in care and subject to an EPO or in Police protection | District Safeguarding Manager / Service Manager | HOS Lead SEND Social Care Manager |
| Mental Health Act - act as nearest relative for looked after child | S20 – with family Care order – CSW | District Safeguarding Manager / Service Manager |
| Authorise Form F for prospective foster carers | CSW | District Safeguarding Manager / Service Manager |
| Approve Foster Carers | Agency Decision Maker, consideration from Fostering Panel recommendations | ADM Adoption |
| Terminate approval of foster carers | Agency Decision Maker, consideration from Fostering Panel recommendations | ADM Adoption |
| Exemptions for foster carers | Fostering Group Manager / Head of Countywide and LAC | ADM Fostering |
| Permanence – CPR's and Form E's for submission to Panel | District Safeguarding Manager / Service Manager | HOS Lead SEND Social Care Manager |
| Permanence - Approve adopters | Agency Decision Maker (Adoption CCA), considering Panel recommendations | ADM Fostering |
| Permanence – Terminate approval of adopters | Agency Decision Maker (Adoption CCA), considering Panel recommendations | ADM Fostering |
| Agreement for emergency placements with family/friends Regulation 24 | ADM Fostering | ADM Adoption |
| Permanence – Agree adoption allowance | Head of Countywide and LAC | Service Director CS |
| Payments for: SGO Allowance CAO Allowance FCP for Reg38 | Head of Countywide and LAC | Service Director CS |
| Approve Plan for Permanence (fostering) | ADM Fostering | ADM Adoption |
| Permanence – Agree inter agency adoption placement | Managing director CCA and Head of Countywide and LAC | |
| Permanence – Remove child from prospective adopters | CSW to convene legal planning meeting. | District Safeguarding Manager / Service Manager |

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| Permission to advertise/appear in media | HOS | Service Director CS |
| Publicity / Advertising against wishes of those with parental responsibility | HOS | Service Director CS |
| Permission for a Young Person subject to a Care Order to join Armed Forces | District Safeguarding Manager / Service Manager | HOS |
| Arrangement for Disruption meetings of permanent foster placements | IRO Service Manager PQA | HOS PQA |

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| 7. CARE LEAVERS | | |
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| Decision of eligibility of young person. | District Safeguarding Manager / Service Manager | Head of Countywide and LAC |
| Allocate case of former YP over 18 years | District Safeguarding Manager / Service Manager | District Safeguarding Manager / Service Manager |
| Authorisation of Needs Led Assessment for Care Leaver | CSW/TM | District Safeguarding Manager / Service Manager |
| Apply for National Insurance Number | CSW/TM | District Safeguarding Manager / Service Manager |
| Agree Pathway Plan (18+) | CSW/TM | District Safeguarding Manager / Service Manager |
| Chair review of Pathway Plan | CSW/TM | District Safeguarding Manager / Service Manager |
| Close case of relevant YP | CSW/TM | District Safeguarding Manager / Service Manager |
| Authorise Leaving Care Grant | CSW/TM | District Safeguarding Manager / Service Manager |
| Authorise Rent Deposit | CSW/TM | District Safeguarding Manager / Service Manager |
| Authorise emergency accommodation | District Safeguarding Manager/ Service Manager | Head of Countywide and LAC |
| Higher Education Grants (University Entrants) | District Safeguarding Manager/ Service Manager | Head of Countywide and LAC |
| Unaccompanied trips abroad | District Safeguarding Manager/ Service Manager | Head of Countywide and LAC |
| Notification of Death of Care Leaver 18+ | HOS PQA | Service Director CS |

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| 8. CRIMINAL INJURIES COMPENSATION CLAIMS | | |
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| Approve for Looked After Child | CSW with consultation from legal | HOS Lead SEND Social Care Manager |
| Approve appeal for Looked After Child | Head of Countywide and LAC | HOS |
| Delegated person to hold CICA fund for LAC | Assistant Director CS | HOS Countywide and LAC Services |

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| 9. FINANCE | | | | |
| One off Payments (nonrecurring) - Up to £150 on any one family p.a | CSW | District Safeguarding Manager// Service Manager HOS | District Safeguarding Manager/ Service Manager | BSM |
| One off Payments (nonrecurring)– up to £1,000 on any one family p.a | District Safeguarding Manager / Service Manager | District Safeguarding Manager/ Service Manager HOS | District Safeguarding Manager/ Service Manager | BSM |
| Cumulative payment of up to £5000 p.a. per family | District Safeguarding Manager / Service Manager | HoS / Lead SEND Social Care Manager | District Safeguarding Manager/ Service Manager | BSM |
| Disabled children resources up to £20000 per year per child | District Safeguarding Manager / Service Manager | HOS / Lead SEND Social Care Manager | Service Manager/ HOS | BSM |
| Disabled children resource above £20000 per year per child | Head of SEND 0-25 / Lead SEND Social Care Manager | Lead SEND Social Care Manager | Lead SEND Social Care Manager | BSM |
| Fortnightly Carer Payments | Group Manager Fostering | HOS | Head of Countywide and LAC HOS | BSM LAC/ CW |
| Post adoption expenses as identified in adoption support plan | GM Fostering | HOS | Head of Countywide and LAC | BSM LAC/ CW |
| Inter agency adoption expenses | Head of Countywide and LAC | Assistant Director CS | Head of Countywide and LAC | BSM LAC/ CW |
| Step parent adoption expenses | GM Fostering / Head of Countywide and LAC | Relating to placement, Head of Countywide and LAC | Head of Countywide and LAC | BSM LAC/ CW |
| Inter country adoption expenses | Head of Countywide and LAC | Assistant Director CS | Head of Countywide and LAC | BSM LAC/ CW |
| Skills payments | Foster Panel, endorsed by Agency Decision Maker | | | BSM LAC |

| DECISION TO BE DELEGATED | DELEGATED TO | AUTHORISING GROUP |
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| 10. OTHER | | |
| CIN Procedures | HOS NORTH/SOUTH/Lead SEND Social Care Manager | CFLT |
| CP Procedures | HOS NORTH/SOUTH/Lead SEND Social Care Manager | CFLT |
| Disabled Children's Procedures | Head of SEND 0-25 / Lead SEND Social Care Manager | CFLT |
| LSCB Procedures | Head of PQA | LSCB/ CFLT |
| LAC Procedures | HOS NORTH/SOUTH/Countywide and LAC / Lead SEND Social Care Manager | LSCB/ CFLT |
| Fostering Manual | Group Manager Fostering | LSCB/ CFLT |
| Kinship Manual | TM Kinship | LSCB/ CFLT |
| First Response Manual | MASH and First Response Manager /HOS | CFLT |
| ACTION REQUIRED | DELEGATED TO | IN ABSENCE OF DELEGATED PERSON |
| Authorisation for DBS | All relevant recruiting managers / Human Resources | All relevant recruiting managers / Human Resources |
| Permission to speak to Media on behalf of CCC | Director People and Communities / Corporate Communications Team | Director People and Communities / Corporate Communications Team |