

**CHILDREN & YOUNG PEOPLE**

**Delegated Powers - Scheme of Delegation**

**Revised March 2023**

Service	Section	Officer's Job Title/Post	List Nature of Delegation/Authorisation (General or Specific)
Children & Young People	Multi-Agency Safeguarding Hub	Team Manager MASH	Step a contact down to Early help or to sign post.
Children & Young People	MASH IRT SG	Team Manager MASH (EDT manager or worker in their absence)	Progress a referral
Children & Young People	MASH IRT SG CASS CWD	Team Manager (EDT manager or worker in their absence)	Hold a multi-agency Strategy meeting. (The police, health professionals, teachers and other relevant professionals should be engaged).
Children & Young People	MASH IRT SG CASS CWD	Team Manager (EDT manager or worker in their absence)	Initiate a S47 enquiry when a child may be suffering, or likely to suffer, significant harm.
Children & Young People	MASH IRT SG CASS CWD	Head of Service (On-call senior manager EDT - child must be presented to next available Legal Gateway)	Apply for an Emergency Protection Order
Children & Young People	IRT SG CASS CWD	Team Manager	Progress a child to Initial Child Protection Conference (ICPC). *Threshold decision is subject of Safeguarding Children Unit scrutiny.

Service	Section	Officer's Job Title/Post	List Nature of Delegation/Authorisation (General or Specific)
Children & Young People	IRT SG CASS CWD	Head of Service	Progress a child to Legal Gateway Panel.
Children & Young People	IRT SG CWD	Head of Service as chair of Legal Gateway PT 2	Enter pre-proceedings.
Children & Young People	IRT SG CASS CWD	Director of Social Care Practice PT1, save where alternatively specified	Initiate proceedings
Children & Young People	IRT SG CASS CWD Fostering	Head of Service	Approval of a Care plan
Children & Young People	IRT SG CASS CWD Fostering	Team Manager	Approval of Court Reports
Children & Young People	All services	Team Manager	Notification of death of serious injury to a child (Director of Children's Services should be immediately notified in the event of death or serious injury to a child via the Director of Social Care Practice or Head of Service in their absence).
Children & Young People	Multi-Agency Safeguarding Hub IRT SG CASS CWD CST	Team Manager	Change of child's allocated social worker (There is an expectation that the relationship between the child and their social worker is supported and only made in unavoidable circumstances).

Service	Section	Officer's Job Title/Post	List Nature of Delegation/Authorisation (General or Specific)
	Fostering		
Children & Young People	IRT SG CWD	Team Manager  Head of Service if stepped down from Child In Need within last three months	Step down a case via case transfer or decide to close a Child in Need case.
Children & Young People	IRT SG CASS CWD CST	Team Manager	Extend Child and Family Assessment timescale beyond 15 working days.
Children & Young People	IRT SG CASS CWD CST	Director of Social Care Practice as Agency Decision Maker	Should be placed for adoption (SHOBPA) - whether a child should be placed for adoption or not.
Children & Young People	SG CASS CWD	Director of Social Care Practice as Agency Decision Maker	SHOBPA reconfirm that a child should be placed for adoption (SHOBPA) in circumstances where there has been new assessments or a change in circumstances since the original SHOBPA decision.
Children & Young People	SG CASS CWD	Director of Social Care Practice as Agency Decision Maker	Rescind a SHOBPA decision.
Children & Young People	SG CASS Adoption	Service Manager, Regional Adoption Agency or Director of Social Care Practice as Agency Decision Maker	Approving whether individual(s) should be approved as adoptive parents
Children & Young People	SG CASS Adoption	Director of Social Care Practice as Agency Decision Maker via adoption panel.	Adoption Match - whether approved adoptive parents should be matched with a particular child.
Children & Young People	SG CASS Adoption	Director of Social Care Practice as Agency Decision Maker	Concurrent placement or Foster for Adoption.

Service	Section	Officer's Job Title/Post	List Nature of Delegation/Authorisation (General or Specific)
	Fostering		
Children & Young People	IRT SG CASS CWD	Director of Social Care Practice as Agency Decision Maker with parental/holder of PR consent and IRO views	Change of Name of a looked after child.
Children & Young People	SG CASS Adoption	Principal Manager for the Regional Adoption Agency/Head of Service	Adoption allowance and support (the level of adoption support to be provided to children, adopters (including financial support) and their family or birth family members).
Children & Young People	IRT SG CASS Fostering	Head of Service My Home as Agency Decision Maker for looked after children	Approval of foster carer (Assessments undertaken by Fostering Social worker, approval recommended by Children's social work manager).
Children & Young People	SG CASS Fostering	Head of Service Looked My Home as Agency Decision Maker for looked after children	Re-approval of foster carer (Home reviews carried out by fostering social workers. Must be reviewed at panel if: 1 <sup>st</sup> review; after an allegation or complaint; following a significant change in circumstances; any other circumstances at the discretion of the local authority.)
Children & Young People	Fostering	Fostering Team Manager	Fostering Panel appointments (appointments to the Central List of Fostering Panel members).
Children & Young People	IRT SG CASS CWD Fostering	Head of Service	Approval of a Regulation 24 assessment (assessment undertaken by Fostering  Social worker, approval recommended by Children's social work manager. Responsible Head of service must recommend approval.
Children & Young People	IRT SG CASS CWD Fostering	Head of Service	Placement of a Child under Reg 24 with a connected person

Service	Section	Officer's Job Title/Post	List Nature of Delegation/Authorisation (General or Specific)
Children & Young People	Fostering	Executive Director (Fostering Panel recommendation to Fostering Agency Decision Maker) following fostering Childrens social work manager recommendation	Exemptions and Extensions from Fostering Limit for foster carers living in local authority area.
Children & Young People	SG CASS Fostering	Head of Service and Panel Chair	Long-term match of a child with foster carers
Children & Young People	SG CASS Fostering	Head of Service	Staying Put arrangements
Children & Young People	IRT SG CASS CWD Fostering	Head of Service	Suspension of Contact between a Looked after Child and their parent (maximum of 7 days, beyond which court approval is necessary).
Children & Young People	IRT SG CASS CWD	Director of Social Care Practice	To bring a child into the care of the local authority.
Children & Young People	IRT SG CASS Fostering	Head of Service looked after children on recommendation of placement team following internal search.	Search for independent fostering agencies and residential providers
Children & Young People	IRT SG CASS CWD Fostering	Executive Director	Placement of a child outside England or Wales following receipt of legal advice
Children & Young People	IRT SG CASS CWD	Head of Service	Placement of a child with external providers of residential care or foster carers from an independent fostering agency within Bury or a neighbouring local authority within 20 miles.

Service	Section	Officer's Job Title/Post	List Nature of Delegation/Authorisation (General or Specific)
	Fostering		
Children & Young People	IRT SG CASS CWD Fostering	Executive Director, based on endorsement of Director of Practice	Placement of a child in an unregulated placement
Children & Young People	IRT SG CASS CWD	Executive Director (with SofS approval if required) based on endorsement of Director of Practice	Placement of a child in Secure accommodation for up to 72 hours (under 13 years)
Children & Young People	IRT SG CASS CWD	Executive Director	Application for a Secure accommodation order (under 13 years)
Children & Young People	IRT SG CASS CWD	Executive Director	Placement of a child in Secure accommodation for up to 72 hours (over 13 years)
Children & Young People	IRT SG CASS CWD	Executive Director	Application for a Secure accommodation order
Children & Young People	IRT SG CASS CWD Leaving Care	Team Manager	Approval of Pathway plan
Children & Young People	Multi-Agency Safeguarding Hub IRT SG CASS	Head of Service (Safeguarding Children Unit)	Notifications in relation to Looked After Children from another local authority placed in Bury (who should receive notification and make a decision about whether challenge to the placing LA should be made).

Service	Section	Officer's Job Title/Post	List Nature of Delegation/Authorisation (General or Specific)
	CWD		
Children & Young People	IRT SG CASS CWD	Team Manager	Passport application (an application for a passport is standard practice for all children upon making of a final care order or where local authority care is their plan of performance).
Children & Young People	IRT SG CASS CWD Fostering	Head of Service	Signature for Passport application
Children & Young People	IRT SG CASS CWD	Head of Service	Approval of assessments of private foster carers, impose requirements of private foster carers or decide to prohibit someone from acting as a private foster carer.
Children & Young People	IRT SG CASS CWD Fostering	Head of Service	Special Guardianship Order as a permanence plan for a looked after child
Children & Young People	IRT SG CASS CWD Fostering	Head of Service My Home Clear evidence must be provided re exceptional circumstances. Special Guardianship Allowances within the remit of the financial policy should be set out in the Special Guardianship Order support plan and approved by the Fostering Childrens social work manager	Special Guardianship support including allowance
Children & Young People	IRT SG CASS CWD Fostering	Head of Service My Home	Child Arrangement Order support

Service	Section	Officer's Job Title/Post	List Nature of Delegation/Authorisation (General or Specific)
Children & Young People	IRT SG CASS CWD Virtual school	Head of Service	Disruption of education - Change of School place for a looked after child in Key Stage 4 (year 10 & 11) (Decision to be made in consultation with the Head teacher Virtual School).
Children & Young People	IRT SG CASS CWD	Head of Service	Placement with Parents (following completion of Parents Assessment and approval at LAC review and IRO agreement) request for legal advice to discharge Care Order should be sought.
Children & Young People	IRT SG CASS CWD	Head of Service	Discharge from section 20
Children & Young People	IRT SG CASS CWD	Executive Director	Discharge from section 20 where child is 16/17
Children & Young People	IRT SG CASS CWD Fostering	Executive Director (Review and advice will be provided by Director of Social Care & Practice and the decision will be subject of a Delegated Executive Decision).	Adaptations to a Carers Home
Children & Young People	IRT SG CASS CWD Fostering	Director of Social Care Practice in consultation with the Head of Virtual School	Approval for a looked after child to have time off school for a holiday in school term
Children & Young People	IRT SG CASS CWD Fostering	Head of Service	Approval for looked after child to go on holiday in UK



Service	Section	Officer's Job Title/Post	List Nature of Delegation/Authorisation (General or Specific)
Children & Young People	IRT SG CASS CWD Fostering	Director of Social Care Practice	Approval for looked after child to go on holiday abroad
Children & Young People	IRT SG CASS CWD	Executive Director	Approval for a child we look after to enter the Armed Services
Children & Young People	IRT SG CASS CWD Fostering CST Leaving Care Adoption	Director of Social Care Practice	Expenditure over £1,000
Children & Young People	IRT SG CASS CWD Fostering CST Leaving Care Adoption	Head of Service	Instruction of experts
Children & Young People	IRT SG CASS CWD Fostering	Foster Carer/Head of Service	Approval of overnight stays of a looked after child

Service	Section	Officer's Job Title/Post	List Nature of Delegation/Authorisation (General or Specific)
Children & Young People	IRT SG CASS CWD Fostering	Team Manager (For all types of placements patterns of overnight stays should be monitored to ensure they do not become a regular respite arrangement by default. If an arrangement becomes part of the Care Plan then a formal assessment of the respite carers should take place. The respite carers should then become subject to review and monitoring as for any approved foster carer.)	Respite care with foster carers friends or relatives
Children & Young People	IRT SG CASS CWD Fostering	Head of Service	Short breaks to provide respite for parents/carers and to enable moves towards independence for children and young people with disabilities.
Children & Young People	IRT SG CASS CWD Fostering	Foster Carer/Head of Service	Approval for Looked after Child to have routine medical treatment including contraceptive provision
Children & Young People	IRT SG CASS CWD Fostering	Head of Service	Approval for a Looked after Child to have non-routine medical treatment
Children & Young People	IRT SG CASS CWD Fostering	Head of Service Legal advice to be sought in advance of decision.	Approval for looked after child to have emergency medical treatment and or surgery
Children & Young People	IRT SG CASS CWD Fostering	Executive Director in consultation with treating physician and parents and holders of PR, Director of Social Care Practice in their absence. written consent to be obtained Legal advice must be sought	Decision to withhold or withdraw life preserving medical treatment

Service	Section	Officer's Job Title/Post	List Nature of Delegation/Authorisation (General or Specific)
	CST Leaving Care Adoption		
Children & Young People	IRT SG CASS CWD Fostering Leaving Care Adoption	Executive Director in consultation with treating physician and parents and holders of PR, Director of Social Care Practice in their absence. written consent to be obtained Legal advice must be sought	Gender reassignment
Children & Young People	IRT SG CASS CWD Fostering Leaving Care Adoption	Team Manger with parental/holder of PR approval and IRO views	Looked after child change of appearance e.g. ear piercing
Children & Young People	SG CASS CWD Fostering	Team Manager	Enhanced foster allowance
Children & Young People	IRT SG CASS CWD Fostering	Foster Care in accordance with delegated responsibility/Team Manager	For a looked after child to take part in sporting activities or group social
Children & Young People	IRT SG CASS CWD Fostering	Team Manager with parental/holder of PR written consent and risk assessment undertaken.	For a looked after child to take part in activities with an element of risk e.g. climbing/skiing

Service	Section	Officer's Job Title/Post	List Nature of Delegation/Authorisation (General or Specific)
Children & Young People	IRT SG CASS CWD Fostering	Team Manager with written request and evidence including means test	Approval of section 34 Children Act contact expenses
Children & Young People	All	Team Manager (completed by Information Access Team with any withheld material agreed by allocated Team manager)	Subject Access Request
Children & Young People	All	Head of Service	Disclosure of information to other agencies not for safeguarding purposes (e.g. to assist in criminal investigation)
Children & Young People	CASS / SG	Head of Service	Discharge of Care Order
Children & Young People	Education		To apply for education Supervision Order
Children & Young People	Education		To prosecute parents under Education Act 1996 s.436A
Children & Young People	Education		Decision to intervene in schools causing concern under the Education and Inspections Act 2006 s.60 and in particular to issue a warning notice. Having regard to DfE Guidance Schools Causing Concern where there are concerns over performance, poor management and governance or where the safety of pupils and staff are threatened

Service	Section	Officer's Job Title/Post	List Nature of Delegation/Authorisation (General or Specific)
Children & Young People	Education		<p>To suspend and replace the existing Governing body and secure a specially appointed Governing Body for a temporary period under the Education and Inspections Act 2006 s.65.</p> <p>Used where the governing body is providing insufficient challenge to the Head, proving an obstacle to progress or where relations are having an adverse impact on standards</p>