

Scheme of delegation for case management decisions in CSSW

The following sets out the level of authority for specific case management decisions. Please note that most decisions on the day to day care of a looked after child should be delegated to their foster carer or keyworker under the division's Delegated Authority policy, and only those decisions included in this schedule should be reserved to CSSW staff.

Referral and assessment and general case management			
Decision	Delegated officer	In their absence	Comments/guidance
Final decision on RAG rating for referrals to the MASH	MASH manager/Supervising senior practitioner	MASH Supervising senior practitioner	
Decision to accept a referral	MASH/Brief intervention team manager/ Supervising senior practitioner	MASH/ Brief intervention Team manager/Supervising senior practitioner	Section 17 Children Act 2013 and Working together 2018
Authorisation of child and family assessment	Team manager/ Supervising senior practitioner	Supervising senior practitioner	Working together 2018
Approval of private fostering arrangements	Private fostering Supervising senior practitioner	Fostering manager	Section 67 Children Act 1989
Referral to CAMHS	Team manager	Any other Team manager	
Request for a legal planning meeting	Service manager	Any other Service manager/Head of service	
Authorisation to transfer case responsibility to another local authority	Service manager	Any other service manager/Head of service	
Authorisation to accept case responsibility from another local authority	MASH Team manager/ Supervising senior practitioner	Service manager	

Child protection			
Decision	Delegated officer	In their absence	Comments/guidance
Request for police protection for a child in an emergency	Team manager	Service manager /Head of service	Section 46 Children Act 1989
Application for an Emergency Protection Order or Child Assessment Order	Service manager	Any other service manager/Head of service	Section 43/44 Children Act 1989 and on advice from Legal Services
Application for any order under section 8 of the Children Act	Service manager	Any other service manager/Head of service	Section 8 Children Act 1989
Application to the court under its inherent jurisdiction	Director	Executive Director	
Initiating a strategy meeting	Team manager/senior practitioner	Supervising senior practitioner	Working together 2018 and pan-London CP procedures
Initiating a child protection investigation	Team manager/senior practitioner	Supervising senior practitioner	Section 47, Children Act 1989; Working together 2018 and pan-London CP procedures
Deciding to take no further action following an investigation	Service manager	Senior practitioner	Section 47, Children Act 1989; Working together 2018 and pan-London CP procedures
Provision of accommodation for an alleged perpetrator removed from the family home in order to protect the child	Service manager	Any other service manager /Head of service	Schedule 2 s 5 Children Act 1989

Child Protection			
Decision	Delegated officer	In their absence	Comments/guidance
Convening an initial child protection case conference	Team manager	Supervising senior practitioner	Working together 2018 and pan-London CP procedures
Making a child subject to a child protection plan or discharging a child protection plan	Conference chair	-	Working together 2018 and pan-London CP procedures on the recommendation of conference participants
Decision to take action following an allegation against a member of staff	Head of QA Unit (as LADO)	Director	Working together 2018 and pan-London CP procedures
Informing a third party of concerns held about an individual posing a risk to children	Head of QA Unit (as LADO)	Director	Sections 33 and 22 Children Act 1989
Initiating a Serious Case Review	Director of CSSW	Executive Director	Working together 2018

Looked after children and care proceedings			
Decision	Delegated officer	In their absence	Comments/guidance
Accommodating a child	Head of Service	Head of service CIN/ Service manager Care Provisions and LAC	Section 20 Children Act 1989 and following a recommendation of the Care Pathways Panel
Accommodating a young person aged 16-17	Care Pathways Panel	Service Manager LAC/Care Leavers, Service manager Care Provisions service, Head of service CIN	Section 20 Children Act 1989 with the decision ratified by the Care Pathways Panel
Agree legal planning meeting to enter the public law outline.	Care Pathways Panel		Section 31 Children Act 1989/PLO following a recommendation of the Care Pathways Panel and on advice from Legal Services
Initiating care or supervision proceedings	Care Pathways Panel		Section 31 Children Act 1989/PLO following a recommendation of the Care Pathways Panel and on advice from Legal Services
Authorisation of (interim) care plans and court statements	Head of Service/Service manager	Any other Service manager/Head of service	Section 31/38 Children Act 1989/PLO and on advice from Legal Services

Looked after children and care proceedings			
Decision	Delegated officer	In their absence	Comments/guidance
Authorisation of viability assessments for family and friends carers	Service manager	Any other Service manager/Head of service	Regulation 24, care planning regulations and following advice from the Kinship Care Service
Consent for DBS checks for a family and friends carer	Head of service	Any other Head of service/Director	Regulation 24, care planning regulations and following advice from the Kinship Care Service
Authorisation of special guardianship assessments	Service manager	Any other Service manager/Head of service	Special Guardianship regulations 2005 and following advice from the Kinship Care Service
Authorising application for a discharge or variation of a care or supervision order	Service manager	Any other Service manager/Head of service	Section 39 Children Act 1989 following a recommendation from the statutory LAC review
Authorising the discharge from care of a voluntarily accommodated child	Head of Service	Any other Service manager/Head of service	Following a recommendation from the statutory LAC review
Withholding the placement address from parents	Team manager	Service manager	Schedule 2, s15 Children Act 1989
Decision to terminate or restrict contact for up to 7 days	Team manager	Service manager	Section 34 Children Act 1989
Decision to apply for an order to terminate or restrict contact on a permanent basis	Service manager	Any other Service manager/Head of service	Section 34 Children Act 1989 and on advice from Legal Services

Looked after children and care proceedings			
Decision	Delegated officer	In their absence	Comments/guidance
Authorising applications for a passport for a looked after child	Head of Service/Service manager	Service Manager/ Director	
Permission to allow a child on a care order to go abroad including on school trips	Head of service/Service Manager	Director	
Permission for a looked after child to have overnight stays	Service/Team manager	Any other service manager/Head of service	This will only be where the authority has not already been delegated to the foster carer for any reason
Permission for a child on a care order to marry	Director	Executive Director	
Authorisation for a child subject to a care order to be known by a new name	Director	Executive Director	
Accepting criminal injuries compensation on behalf of a child who is subject to a care order	Director	Executive Director	
Application for a recovery order for a child who is subject to a care order	Head of service	Other Head of service/ Director	Section 50 Children Act 1989 and following advice from Legal Services

Placements			
Decision	Delegated officer	In their absence	Comments/guidance
Placing a child out of borough	Director/Head of Service	Executive Director	Regulation 11 care planning regulations 2010
Placing a looked after child with a relative or friend	Head of Service/Service manager	Any other service manager/Head of service	Section 23 Children Act 1989
Placing a child on a (interim) care order with parents	Director	Executive Director	Regulation 18 care planning regulations 2010
Placing a young person on remand at home with parents or with family and friends	Director	Executive Director	
Decision to remove a child from a placement	Head of Service/Service manager	Any other service manager/Head of service	
Placing a child aged over 12 years in secure accommodation for up to 72 hours	Director	Executive Director	Section 25 Children Act 1989 and on advice from Legal Services
Application for a secure accommodation order for a child aged over 12 years or to extend such an order	Director	Executive Director	Section 25 Children Act 1989 and on advice from Legal Services
Application to the Secretary of State for authorisation to apply for a secure accommodation order for a child aged 12 years and under	Director	Executive Director	Section 25 Children Act 1989 and on advice from Legal Services

Placements			
Decision	Delegated officer	In their absence	Comments/guidance
Continuing or ending a secure placement following review	Director	Executive Director	Regulation 16 secure accommodation regulations and following the recommendation of the Secure Review Panel
Application to the court for permission to place a child on a care order outside of the jurisdiction	Director	Executive Director	Following advice from Legal Services
Acceptance of any compensation for injuries on behalf of a child on a care order	Director	Executive Director	

Fostering			
Decision	Delegated Officer	In their absence	Comments/guidance
Suitability of prospective foster carers and their terms of approval	Director (as Agency Decision maker)	-	Regulation 27 Fostering Service Regulations 2011 and recommendation of the Fostering Panel
Approval of prospective foster carers where the DBS checks disclose offences	Director	Executive Director	
Authorisation of DBS checks on prospective foster carers	Director/Head of service	Executive Director	Schedule 3 Fostering Service Regulations 2011
Review of the continued suitability of foster carers and their terms of approval (every 3 rd review or as required under fostering policy)	Director (as Agency Decision maker)	Executive Director	Regulation 28 Fostering Service Regulations 2011 and recommendation of the Fostering Panel
Review of the continued suitability of foster carers (all other reviews)	Director (if heard at panel)/Head of service (if not)	Executive Director	Regulation 28 Fostering Service Regulations 2011
Agreeing exemptions to foster carer's terms of approval	Head of service for provision	Head of service/ Director	Schedule 7 Children Act 1989
Authorising foster carers to apply for adoption or other court orders in relation to a child they look after	Head of service	Director	
Long-term fostering as the permanence plan for the child	Director (as agency decision maker)	-	Recommendation by the Fostering Panel
Agreeing foster carers as the long-term carers for a looked after child	Director (as agency decision maker)	-	Recommendation by the Fostering Panel

Adoption			
Decision	Delegated officer	In their absence	Comments/guidance
Suitability of prospective adopters	Director (as Agency Decision maker)	-	Regulation 27 Adoption Agencies Regulations 2005 and recommendation by the London North Regional Adoption Agency Panel
Approval of prospective adopters where the DBS checks disclose offences	Director	Executive Director	
Authorisation of DBS checks on prospective adopters	Director	Executive Director	Schedule 4 Adoption Regulations 2013
Review of the continued suitability of prospective adopters	Director (as Agency Decision maker)	-	Regulation 29 Adoption Agencies Regulations 2005 and recommendation by the London North Regional Adoption Agency Panel
Adoption as the permanence plan for the child	Director (as Agency Decision maker)	-	Regulation 19 Adoption Agencies Regulations
Authorisation to seek dispensation of parental consent in adoption cases and apply for a Placement Order	Director	-	Regulation 19 Adoption Agencies Regulations
Suitability of matches between looked after children and adoptive families	Director (as Agency Decision maker)	-	Regulation 33 Adoption Agencies Regulations 2005 and recommendation by the London North Regional Adoption Agency Panel

Senior manager with whom the Agency Decision Maker will consult where the Agency Decision Maker does not agree with the recommendation of the Panel	Head of service	Executive Director	
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Notifications			
Decision	Delegated officer	In their absence	Comments/guidance
Notification to Ofsted of the serious injury or death of a child in foster care	Director	Service manager for provision/Head of service	Schedule 2 s20 Fostering Services Regulations 2011
Notification to Ofsted of serious harm to a child/serious case review	Director	-	Working Together 2018
Notification to other relevant individuals of serious events involving children known to CSSW	Director	Executive Director	Working Together 2018
Medical consents			
Decision	Delegated officer	In their absence	Comments/guidance
Consent to medical assessment and routine treatment for a child on a care order where parents withhold consent	Head of service	Any other Head of service	Consent to be sought from parents in the first instance if appropriate
Consent to non-routine, invasive or potentially life-threatening treatment for a child on a care order who has complex medical needs	Director	Executive Director	Consent to be sought from parents in the first instance if appropriate
Consent to a termination where the young person is subject to a care order	Director	Executive Director	Consent to be sought from parents in the first instance if appropriate

Consent to surgery or other intrusive medical treatment for a child who is subject to a care order	Director	Executive Director	Consent to be sought from parents in the first instance if appropriate
Permission for urgent medical treatment for a looked after child in an emergency situation.	Foster carer/residential worker/social worker	Team manager/senior practitioner	Medical staff will act in the event that the child's life is at risk.
Permission to test for HIV where the child is on a care order and parents withhold consent	Head of service	Director	Consent to be sought from parents in the first instance

Financial			
Decision	Delegated officer	In their absence	Comments/guidance
Agreement to pay an allowance under a Special Guardianship Order	Head of service for Provision	Head of service/ Director	
Agreement to pay the legal costs of applicants for court orders in relation to a looked after child	Head of service	Head of service/ Director	
Agreement on maintenance and other payments to care leavers	Head of service/Service manager	Any other Head of service/Service manager	
Authority for payments of up to £10 within an annual ceiling of £50 per case	Social Worker	Supervising senior practitioner	
Authority for payments of up to £50 within an annual ceiling of £250 per case	Supervising senior practitioner	Any other Supervising senior practitioner	
Authority for payments of up to £250 within an annual ceiling of £500 per case	Team manager	Any other Team manager	
Authority for payments of up to £3000 within an annual ceiling of £3000 per case	Head of service	Any other Head of service	
Authority for any other payments to families	Director	Executive Director	