



## Scheme of delegation for case management decisions in Children's Safeguarding and Family Help

- The following scheme of delegation sets out the level of authority for specific case management decisions.
- The scheme is designed to provide clarity on who can make decisions in respect of children's social care cases. This is in the interests of accountability and flexibility so that CSFH is able to respond quickly to any situation that arises.
- The basic principle is that case decisions are taken as close to the front line as possible and where possible, by the member of staff who works directly with the child and family.
- In the absence of the delegated decision-maker, the decision should be made by their deputy unless there are good reasons for a more senior manager to make the decision.
- Decisions should only be taken by more senior staff members where:
  - the decision must be taken by a particular level of management by law (for example the Director agreeing to secure accommodation)
  - the law requires a particular forum to make decisions or recommendations (for example the Fostering panel)
  - the decision will have resource implications.
- When making decisions, the staff member must take into account the wishes and feelings of the child and the views of their parent or carer.
- For the purposes of decision-making, the Agency Decision Makers are the Director of CSFH and the Head of Corporate Parenting, and the Head of CIN Services.
- Please note that most decisions on the day-to-day care of a child in care 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 CSFH staff.

<b>Referral and assessment and general case management</b>			
<b>Decision</b>	<b>Delegated officer</b>	<b>In their absence</b>	<b>Comments/guidance</b>
Final decision on RAG rating for referrals to the MASH	Senior practitioner	Senior practitioner/service manager	
Decision to accept a referral	Senior practitioner	Senior practitioner/service manager	Section 17 Children Act 2013 and Working together 2023
Authorisation of child and family assessment	Senior practitioner/team manager	Senior practitioner/team manager (cover)	Working together 2023
Approval of private fostering arrangements	Team manager	Team manager	Section 67 Children Act 1989
Referral to CAMHS	Social worker	Social worker/team manager	
Request for a legal planning meeting	Service manager	Service manager/Head of Service	
Authorisation to transfer case responsibility to another local authority	Team manager	Team manager/service manager	
Authorisation to accept case responsibility from another local authority	Senior practitioner	Senior practitioner/service manager	
<b>Child protection</b>			
<b>Decision</b>	<b>Delegated officer</b>	<b>In their absence</b>	<b>Comments/guidance</b>
Request for police welfare check for a child in an emergency	Social worker/team manager	Team manager/service manager	Section 46 Children Act 1989

Application for an Emergency Protection Order or Child Assessment Order	Service manager	Head of Service	Section 43/44 Children Act 1989 and on advice from Legal Services
Application to the court under its inherent jurisdiction	Head of Service/Director	Head of Service/Director	
Initiating a strategy meeting	Senior practitioner/team manager	Team manager	Working together 2023 and London safeguarding procedures
Initiating a child protection investigation	Senior practitioner/team manager	Team manager	Section 47, Children Act 1989; Working together 2023 and London safeguarding procedures
Deciding to take no further action following an investigation	Team manager	Team manager	Section 47, Children Act 1989; Working together 2023 and London safeguarding procedures
Provision of accommodation for an alleged perpetrator removed from the family home in order to protect the child	Service manager	Service manager/Head of Service	Schedule 2 s 5 Children Act 1989
Convening an initial child protection case conference	Team manager	Service Manager	Working together 2023 and London safeguarding procedures
Making a child subject to a child protection plan or discharging a child protection plan	Child Protection Conference chair		Working together 2023 and London safeguarding procedures on the

			recommendation of conference participants
Decision to take action following an allegation against a member of staff	LADO	LADO Service Manager	Working together 2023 and London safeguarding procedures
Informing a third party of concerns held about an individual posing a risk to children	LADO	LADO Service Manager	Sections 33 and 22 Children Act 1989
Initiating a Local Child Safeguarding Practice Review	CSCP	Decision made by Statutory Partners	Working together 2023
<b>Looked after children and care proceedings</b>			
<b>Decision</b>	<b>Delegated officer</b>	<b>In their absence</b>	<b>Comments/guidance</b>
Accommodating a child	Director	Director of Relational Practice /Exec Director	Section 20 Children Act 1989
Accommodating a young person aged 16-17	Director	Director of Relational Practice /Exec Director	Section 20 Children Act 1989 with the decision authorised by the Care Pathways Panel
Requesting a legal planning meeting	Service manager	Head of Service	
Initiating pre-proceedings steps	Team manager/service manager	Team manager/service manager	Section 31 Children Act 1989/PLO on advice from Legal Services and authorisation by the Care Pathways Panel
Initiating care or supervision proceedings	Care Pathways Panel chaired by Director	Head of Service	Section 31 Children Act 1989/PLO following

			advice from Legal Services
Authorisation of (interim) care plans and court statements	Head of Service	Alternate Head of Service	Section 31/38 Children Act 1989/PLO and following advice from Legal Services
Authorisation of viability assessments for family and friends carers	Team manager	Team manager/Service Manager	Regulation 24, care planning regulations
Consent for DBS checks for a family and friends carer	Social worker	Social worker	Regulation 24, care planning regulations
Authorisation of special guardianship assessments	Team manager	Team Manager/Service Manager	Special Guardianship regulations 2005
Authorising application for a discharge or variation of a care or supervision order	Head of Service	Alternate 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	Alternate Head of Service	Following a recommendation from the statutory LAC review
Withholding the placement address from parents	Service manager	Head of Service	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 following consultation with Legal Services

Decision to apply for an order to terminate or restrict contact on a permanent basis	Service manager	Head of Service	Section 34 Children Act 1989 and on advice from Legal Services
Authorising applications for a passport for a looked after child	Service manager	Head of Service	
Permission to allow a child on a care order to go abroad including on school trips	Service manager	Head of Service	
Permission for a looked after child to have overnight stays	Team manager	Service manager	This will only be where the authority has not already been delegated to the foster carer for any reason
Authorisation for a child subject to a care order to be known by a new name	Service manager	Head of Service	
Accepting criminal injuries compensation on behalf of a child who is subject to a care order	Head of Service	Director	
Application for a recovery order for a child who is subject to a care order	Service manager	Head of Service	Section 50 Children Act 1989 and following advice from Legal Services
<b>Placements</b>			
<b>Decision</b>	<b>Delegated officer</b>	<b>In their absence</b>	<b>Comments/guidance</b>
Placing a child out of borough (outside 20 mile radius of Camden)	Head of Service Corporate Parenting	Any other Head of Service	Designated officer under Regulation 11 care planning regulations 2010
Placing a looked after child with a relative or friend	CIN/CLA service manager	CIN/CLA service manager	Section 23 Children Act 1989

Placing a child on a (interim) care order with parents	Director	Head of Service	Regulation 18 care planning regulations 2010
Placing a young person on remand at home with parents or with family and friends	Head of service	Alternate Head of Service	
Placing a young person in an unregulated placement	Executive Director	Director	
Decision to remove a child from a placement	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
Continuing or ending a secure placement following review	Service manager	Head of Service	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	Head of Service	Director	Following advice from Legal Services
Acceptance of any compensation for injuries on behalf of a child on a care order	Head of Service	Director	

<b>Fostering</b>			
<b>Decision</b>	<b>Delegated Officer</b>	<b>In their absence</b>	<b>Comments/guidance</b>
Suitability of prospective foster carers and their terms of approval	Corporate Parenting Head of Service as Agency Decision maker	Another ADM	Regulation 27 Fostering Service Regulations 2011 and recommendation of the Fostering Panel
Approval of prospective foster carers where the DBS checks disclose offences	Corporate Parenting Head of Service as Agency Decision maker	Another ADM	
Authorisation of DBS checks on prospective foster carers	Social worker	Team manager	Schedule 3 Fostering Service Regulations 2011
Review of the continued suitability of foster carers and their terms of approval (every 3 <sup>rd</sup> review or as required under fostering policy)	Corporate Parenting Head of Service as Agency Decision maker	Another ADM	Regulation 28 Fostering Service Regulations 2011 and recommendation of the Fostering Panel
Review of the continued suitability of foster carers (all other reviews)	Corporate Parenting Head of Service	Alternate Head of Service	Regulation 28 Fostering Service Regulations 2011
Agreeing exemptions to foster carer's terms of approval	Corporate Parenting Head of Service	Alternate Head of Service	Schedule 7 Children Act 1989
Authorising foster carers to apply for adoption or other court orders in relation to a child they look after	Service manager	Service manager	
Long-term fostering as the permanence plan for the child	Head of Service	Alternate Head of Service	Recommendation by the Fostering Panel
Approval of foster carers as the long-term carers for a looked after child U15	Agency decision maker	Another ADM	Recommendation by the Fostering Panel



Approval of foster carers as the long-term carers for a looked after child plus 16 CLA review	Agency decision maker	Another ADM	Following the Recommendation of the CLA review
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<b>Adoption</b>			
<b>Decision</b>	<b>Delegated officer</b>	<b>In their absence</b>	<b>Comments/guidance</b>
Suitability of prospective adopters	Regional Adoption Agency (RAA)	RAA's scheme of delegation	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	RAA	As above	
Authorisation of DBS checks on prospective adopters	RAA	As above	Schedule 4 Adoption Regulations 2013
Review of the continued suitability of prospective adopters	RAA	As above	Regulation 29 Adoption Agencies Regulations 2005 and recommendation by the London North Regional Adoption Agency Panel
Adoption as the permanence plan for the child	Agency Decision maker	Another ADM	Regulation 19 Adoption Agencies Regulations
Authorisation to seek dispensation of parental consent in adoption cases and apply for a Placement Order	Agency Decision maker	Another ADM	Regulation 19 Adoption Agencies Regulations
Suitability of matches between looked after children and adoptive families	Agency Decision maker	Another ADM	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	Agency advisor	Head of Service	
<b>Notifications</b>			
<b>Decision</b>	<b>Delegated officer</b>	<b>In their absence</b>	<b>Comments/guidance</b>
Notification to Ofsted of the serious injury or death of a child in foster care	Director	Director of Relational Practice	Schedule 2 s20 Fostering Services Regulations 2011
Notification to National Panel of serious harm/ death to a child as a result of abuse and neglect.	Director	Director of Relational Practice	Working Together 2023
Notification to other relevant individuals of serious events involving children known to CSSW	Director	Director of Relational Practice	Working Together 2023
<b>Medical consents</b>			
<b>Decision</b>	<b>Delegated officer</b>	<b>In their absence</b>	<b>Comments/guidance</b>
Consent to medical assessment and routine treatment for a child on a care order where parents withhold consent	Director	Executive Director	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/EDT worker	Cecilia Hawker	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	Director	Executive Director	Consent to be sought from parents in the first instance

## Financial authorisation levels

Level of authorisation	Maximum weekly cost	Maximum individual cost	MOSAIC approvers		
			Corporate Parenting	Children in need	CYPDS
Director and Head of Service	£15,000	£90,000	Rashida Baig Brenda Amisi-Hutchinson Michelle O'Regan Crina Popa		
Service manager	£5,000	£10,000	Holly Brackell Pal Jandu Julie Holleman Ivan Ferreira Dionne Stephenson	Esther Fajoye Patricia Williams Gemma Brown Tracey Murphy	Lucia Gimesova Mandy Ball
Team manager	£500	£2, 500	Chantelle Stevens Alex Musgrove Yasmin Iyyaz Phillipa Heath-Philpotts Carmen Graham Fezi Abujuma Jacqueline Fleary Judith Ikeje Robert Pochin Nikeshia Sang Sam Gilham Edwina Locke Annie Henney Patriche Bentick Alex Jones Narissa McNeilly	Anita Edwards Monika Krupa-Flasinska Eli Parker Aisha Davis Felisberto Barros David Mwanza Elizabeth Dyos Sandra Florez Cecilia Hawkes Jessica Schuldenfrei Onyemechi Okonkwo	Chole Cardwell Susannah Patterson