



Scheme of Delegation (Casework)

April 2021

Please note that these are the minimum levels at which there is delegated authority and that it is reasonable for line managers to move decision making up the hierarchy in order to respond to local circumstances.
 (Decisions out of working hours can be made by the Emergency Duty Team managers until the next working day, or over the weekend and bank holidays)

DECISION	Senior Social Worker	MASH Practice Manager	Team Manager	Senior Manager	Head of Service	Director	Additional Comments / Exceptions
Decisions about Becoming Looked After and ceasing a Child Looked After							
Threshold decisions within MASH		*					
A child under the age of 16 years to be accommodated under Section 20				*			
A child 16 years and over to be accommodated under Section 20				*			
A child under the age of 15 years to no longer be Looked After and no Order to be in place (e.g. SGO)					*		
A child aged 16 or 17 years to no longer be Looked After and no Order to be in place (e.g. SGO)						*	
Decisions about our Looked After Children							
Consent to medical examination and treatment of our children looked after (if parent not readily available or not willing to sign)			*				
Agreement for our children to travel abroad on holiday with their carers			*				

Agreement for our children to get married						*	
Agreement for our children to enlist in HM Forces						*	
Agreement for Signature of Change of Name Deed for our children						*	
Agreement for media campaigns to be used to help find our children who are missing					*		
Agreement to considering Care Orders for our children Under 7 years of age				*			
Agreement to considering Care Orders for our children Over 7 years of age			*				
Decisions about where our children and young people live							
Agreement for our children to move from a Placement with Parents or Connected carer arrangement to a fostering home or residential home				*			
Agreement that the Placement of a Child in a Private Fostering Arrangement is suitable for that child.				*			
Agreement for our children to live in an out of area home which borders Lancashire within 50 miles				*			
Agreement for our children to live in a home over 50 miles (distant)				*			
Agreement for our children under 13 years to live in a residential care (formal review minimum 3 monthly)				*			
Agreement for our young people to remain in their residential home after their 18 th birthday					*		Authorisation required from HoS Residential
Permission for our children and young people (16/17 years homeless and Care Leavers) to stay in B&B accommodation						*	
Permission for our Care Experience young people age 18 years+ to stay in B&B accommodation					*		
Permission for our Children in Need to stay in B&B accommodation				*			
Agreement for our children to remain in the care of their parent(s) at home to a Care Order and agreeing/signing the Home Placement Agreement					*		
Approval to make application for Secure Order for our children						*	

Emergency approval for 72-hour secure accommodation						*	
Decisions about financially providing for our children							
Financial approval for our children to live with in house carers or agency foster carers up to £1,000			*				
Financial approval for our children to move from one home to another (fostering or residential), if the cost remains the same or is lower			*				
Financial approval for our children to live in a foster home or residential home up to the cost of £5,000 per week				*			
Financial approval for our children to live in a high cost placement (£5,000 - £10,000)					*		
Financial approval for our children to live in specialist and exceptionally high cost homes (£10,000+)						*	
Approval for hair strand testing, and/or psychological or specialist assessment in proceedings or for the purpose of reunification and associated costs			*				
Financial agreement for ongoing costs for children which annually totals over £5,000 per child (Section 17)					*		
Financial agreement for one-off costs over £1,000 (Section 17)				*			
Financial agreement for one-off costs of up to £1,000 (Section 17)			*				
Financial agreement for one-off costs of up to £50 (Section 17)	*						
Associated family time costs			*				
Financial approval of RO Allowance/SGO allowance			*				
Financial approval of exceptional additional and enhanced RO Allowance/SGO allowance					*		
Agreement to commission financial assessment for Section 20 charging policy			*				
Agreement to override undertaking Section 20 charging policy					*		
Financial agreement to Staying Put Allowance			*				

Other decisions we need to make for our children							
Criminal injuries compensation Claim			*				
Decision to seek legal advice and provide legal instruction				*			
Agree a statement for Court			*				
Authorisation of surveillance						*	This requires CEO agreement
To ratify our children's homes as permanent					*		Permanence Panel
To chair a stage one missing from home meeting (stage 1 = 5 episodes of missing)	*						
To chair a stage two missing from home meeting (stage 2 = 9 episodes of missing)			*				
To chair stage 3 Missing from Home Meetings (continued absence)				*			
To chair strategy discussions and meetings		*	*				
		(MASH & EDT PM's)					
To chair stage 3 complex, high risk Missing from Home				*			
To agree on matters relating to litigation					*		
To act as designated complaints officer				*			
To agree to complaint progressing beyond stage one					*		
Agreement to start an employee, pre-DBS clearance					*		