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1. Decision Making in General Casework

1. **Decision to allocate/close a case**
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14. **Report a Serious Incident/death of a child to the Director and Assistant Director of Safeguarding**
15. **Notify DfE of serious incident/death of a child**
16. **Refer case to the Serious Case Review Panel**
17. **Report an incident to the Director that may attract media interest**

Decision	Decision Maker				Planning Forum
	Assistant Director	Service Manager	Team Manager	Other/Comment	
Decision to allocate/close a case			X		Discussion/ Supervision with the social worker
Decisions regarding the timeliness of a Child and Family Assessment			X		Discussion/ Supervision with the social worker
Decision to 'sign off' a Child and Family Assessment			X		Assessment Process/Supervision/Discussion with the social worker
Decision to initiate S47 Enquiries			X		Outcome of enquiries/Assessment Discussion/ Supervision with the social worker (includes CDT TM)
Approve and 'sign off' a Section 47 Enquiry			X		Record of Outcome of Section 47 Enquiries
Decision to proceed to Initial Child Protection Case Conference		X			Commencement of a S47 process. Discussion/ Supervision with the social worker
Approve minutes of a Child Protection Conference				X	Child Protection Case Conference
To Convene a Family Group Conference			X	X	Statutory Review Child Protection Conference Legal Planning Meeting
To agree to initiate the PLO		X		X	Statutory Review Child Protection Conference Legal Planning Meeting

To terminate the PLO		X			Legal Planning Meeting
To agree to send the Letter Before Proceedings		X		X X	Statutory Review Child Protection Conference Legal Planning Meeting
To chair an Initial/additional Legal Planning Meeting		X			Discussion with TM Child Protection Investigation/S47 Child Protection Conference Statutory Review
To approve the minutes of a Legal Planning Meeting		X			Legal Planning Meeting
Report a Serious Incident/death of a child to the Director and Assistant Director of Safeguarding	X	X			Strategy Discussion Briefing from TM
Notify DfE of serious incident/death of a child				X Corporate Director	Strategy Discussion Briefing
Refer case to the Serious Case Review Panel				X Corporate Director X Assistant Director of Safeguarding	Briefing by the to the Assistant Director of Safeguarding
Report an incident to the Director that may attract media interest				X Assistant Director of Safeguarding	Briefing by the Assistant Director of Safeguarding

2. Cases involving Accommodation of Children, Court Orders and Placements

1. To agree to accommodate a child aged 13 years or less under S20
2. To agree to accommodate a child aged 13 years or more under S20
3. To apply for an Emergency Protection Order
4. To apply for an Interim Care Order
5. To apply for a Supervision Order
6. To apply for a Child Assessment Order
7. To apply for a Recovery Order
8. To seek variation/ extension of a Supervision or Care Order
9. To use Secure Accommodation without an Order (max 72 hours)
10. To apply for a Secure Accommodation Order
11. To seek discharge of a Supervision or Care Order
12. To approve a Final Care Plan under S31
13. To agree the commission of an independent social work assessment
14. To agree the use of a residential placement
15. To agree the use of a Parent and Child/Mother and Baby Residential Assessment
16. To agree a placement which exceeds £900 per week
17. To agree ongoing financial support in applications Special Guardianship/Residence order, or adoption
18. To agree ongoing financial support following an annual review of an adoption, Special Guardianship or Residence order allowance
19. To agree to cease accommodating a looked after child and return a Child or Young Person Back to their Birth Family
20. To agree to return a young person aged 16 or 17 years old and accommodated under section 20 back to their birth family

Decision	Decision Maker				Planning Forum
	Assistant Director	Service Manager	Team Manager	Other/Comment	
To agree to accommodate a child under S20	X				Discussion with: TM

					Child Protection Conference/Strategy Meeting/Police Protection Decision by Access to Resources Panel or Assistant Area Director in an Emergency
To apply for an Emergency Protection Order	X	X			Discussion with the TM Legal Planning Meeting Strategy Meeting Child subject of Police Protection
To apply for an Interim Care Order	X	X		X	Discussion with the TM Legal Planning Meeting Strategy Meeting Child subject to Police Protection Statutory Review Assistant Area Director in an Emergency confirmation of accommodation at Access to Resources Panel
To apply for a Supervision Order	X	X		X	Discussion with the TM Discussion at a Child Protection Conference Legal Planning Meeting
To apply for a Child Assessment Order	X	X			Discussion with the TM Discussion at a Child Protection Conference

					Legal Planning Meeting
To apply for a Recovery Order	X	X		X	Discussion with the TM Statutory Review Legal Planning Meeting
To seek variation/ extension of a Supervision or Care Order	X			X X	Discussion with the TM Discussion with the Child Protection Chair/IRO Legal Planning Meeting
To use Secure Accommodation without an Order (max 72 hours)	X			X Director X Director of YOS	Briefing from the Area Assistant Director Statutory Review/Discussion with the IRO Legal Planning Meeting
To apply for a Secure Accommodation Order				X Director X Director of YOS	Briefing by the Area Assistant Director Statutory Review/Discussion with the IRO Legal Planning Meeting
To seek discharge of a Supervision or Care Order		X			Discussion with the TM Statutory Review/Discussion with the IRO Legal Planning Meeting
To approve a Final Care Plan under S31		X		X	Discussion with the TM Statutory Review Discussion with the Guardian/ Legal Planning Meeting

					Issues Resolution Hearing
To agree the commission of an independent social work assessment/commissioned services	X If over £500	X If under £500			Legal Planning Meeting/FGC/CPC Authorisation of funding to be agreed at Access to Recourses Panel
To agree the use of a residential placement	X			X	Legal Planning Meeting/Panel Authorisation of funding to be agreed at Access to Recourses Panel/ or for an existing Child in Care by Children in Care Placement Panel
To agree the use of a Parent and Child/Mother and Baby Residential Assessment	X			X	Legal Planning Meeting Public Law Outline as assessment is required for Pre Proceedings phase Authorisation of funding to be agreed at Access to Recourses Panel
To agree a placement which exceeds £900 per week	X			X	Briefing from Area Assistant Director. Legal Planning Meeting. Discussion with IRO/Statutory Review/ Discussion with CPC /Child Protection Conference Authorisation of funding to be agreed at Access to Recourses Panel or

					Assistant Area Director in an Emergency
To agree ongoing financial support in applications Special Guardianship/Residence order, or adoption	X				Authorisation of funding to be agreed at Access to Recourses Panel or Assistant Area Director in an Emergency Discussion with IRO/Statutory Review Completion paperwork by CSW Follow Staying Together Protocols in relevant cases
To agree ongoing financial support following an annual review of an adoption, Special Guardianship or Residence order allowance	X	X Head of Adoption service			Administrative officer for Adoption/Special Guardianship financial support to conduct review with finance, and brief Head of Adoption Service.
To agree to cease accommodating a looked after child and return a Child or Young Person Back to their Birth Family		X			
To agree to return a young person aged 16 or 17 years old and accommodated under section 20 back to their birth family		X			

3. Decision Making in Relation to Fostering

1. **To agree the suspension of fostering approval**

2. [To recommend the termination of fostering approval](#)
3. [To agree the termination of fostering approval](#)
4. [To approve connected persons as temporary foster carers under Regulation 24 of the Care Planning, Placement and Case Review \(England\) Regulations 2010](#)
5. [To grant a temporary exemption to the usual fostering limit](#)

Decision	Decision Maker				Planning Forum
	Assistant Director	Service Manager	Team Manager	Other/Comment	
To agree the suspension of fostering approval		X Head of Fostering Manager			In cases of S47 consultation with LADO Notification to Area Assistant Director
To recommend the termination of fostering approval				X Fostering Panel	The Fostering Panel makes the recommendation to the decision maker. If the decision maker decides not to approve the carer can apply to the Independent Review Mechanism or request that the Panel reconsider. Following the above, the decision maker who may be the Head of Corporate Parenting or the Head of Manager for fostering makes the final decision
To agree the termination of fostering approval	X	X Head of Fostering Manager			If the decision maker decides to terminate fostering approval the carer can apply to the Independent Review Mechanism or request that the Panel reconsider. Following the above, the decision maker who may be the Head of Corporate Parenting or the County Manager for fostering makes the final decision
To approve	X			X	Panel/Statutory Review/Family

connected persons as temporary foster carers under Regulation 24 of the Care Planning, Placement and Case Review (England) Regulations 2010					Group Conference/Child Protection Conference
To recommend an extension if needed under regulation 25 of the care planning and case review (England) regulations 2010				X Fostering Panel	Area Director
To grant a temporary exemption to the usual fostering limit		X Head of Fostering Manager		X	Written permission sought by Social Worker

4. Decisions Relating to Children in Other Specific Contexts

1. To terminate placement of a young person from a children's home
2. To approve a temporary placement
3. To agree a planned placement change for a young person in Years 10 or 11
4. To permit child or young person looked after to leave UK for holiday of up to 1 month
5. To consent to planned surgery, child with life threatening conditions, sensitive medical treatment or invasive health screening (e.g. blood tests) - for child or young person on a Care Order (NB Fraser Competent implications)
6. To agree to religious custom or ritual requiring parental consent (e.g. baptism) - child or young person on Care Order

7. To sign passport application (child subject to a Care Order)
8. To support/not support a foster carer's application for Residence/Special Guardianship Order/Adoption Order
9. To support child's application for British citizenship (child looked after)
10. To seek publicity in respect of a search for missing children
11. To agree to the marriage of a child aged 16 to 18 subject of a Care Order
12. To decide if a private fostering arrangement is satisfactory
13. To make decisions on prohibitions on private fostering
14. To agree a condition on a private fostering arrangement

Decision	Decision Maker				Planning Forum
	Assistant Director	Service Manager	Team Manager	Other/Comment	
To end placement of a young person from a children's home		X		X	Discussion with IRO/ Statutory Review. Relevant Social Work District Manager must be consulted, and inform Placement Support Service/ Access to Resources Team
To approve a temporary placement	X			X	Discussion with IRO/ Statutory Review Assistant Area Director in an Emergency Authorisation of funding to be agreed at Access to Recourses Panel / Children in Care placement panel
To agree a planned placement change for a young person in Years 10 or 11		X		X	Discussion with Statutory Review Assistant Area Director in an Emergency Authorisation of funding to be agreed at Access to Recourses Panel / Children in Care placement panel
To permit child or young person		X		X	Agreed with IRO or at Statutory Review

looked after to leave UK for holiday of up to 1 month					Parents' views should be obtained even when KCC have PR. (If S20 only parents can give actual consent) Discussion with the Child's Guardian if Supervision/Interim Care Order in place.
To consent to planned surgery, child with life threatening conditions, sensitive medical treatment or invasive health screening (e.g. blood tests) - for child or young person on a Care Order (NB Fraser Competent implications)	To be consulted as appropriate	X		X	Children Looked After Nurse or Doctor to be consulted. Discussion with IRO and decision fed back to Statutory Review as appropriate. Consultation with parents where appropriate.
To agree to religious custom or ritual requiring parental consent (e.g. baptism) - child or young person on Care Order	To be consulted as appropriate	X		X	Discussion with IRO and decision fed back to Statutory Review. Consultation with parents where appropriate.
To sign passport application (child subject to a Care Order)	To be consulted as appropriate	X		X IRO to be consulted as appropriate	Discussion with IRO and decision fed back to Statutory Review
To support/not support a foster carer's application for Residence/Special Guardianship Order/Adoption	To be consulted as appropriate			X Adoption Panel Members	Statutory Review Adoption Panel

Order					
To support child's application for British citizenship (child looked after)		X		X	Discussion with IRO/decision fed back to Statutory Review
To seek publicity in respect of a search for missing children	X			X Director	Director and Cabinet Member are informed in accordance with separate protocol Discussion with IRO/Children's Guardian where applicable
To agree to the marriage of a child aged 16 to 18 subject of a Care Order	X			X Director	Consultation with parents where appropriate, discussion with IRO.
Children and Private Fostering					
To decide if a private fostering arrangement is satisfactory		X Assistant Area Director			FGC/CPC/Statutory Review
To make decisions on prohibitions on private fostering	X				
To agree a condition on a private fostering arrangement	X				

5. Decision Making in Relation to Adoption

1. **To agree that a child should be placed for adoption where the matter is before the court or there is no parent to consent**
2. **To ratify the recommendation of the Adoption Panel in relation to whether a child should be placed for adoption**

3. **To ratify the recommendation of the Adoption Panel in relation to whether individuals should be approved as adoptive carers**
4. **To ratify the recommendation of the Adoption Panel in relation to whether adoptive carers should be matched with a child**

Decision	Decision Maker				Planning Forum
	Assistant Director	Service Manager	Team Manager	Other/Comment	
To agree that a child should be placed for adoption where the matter is before the court or there is no parent to consent	X Assistant Area Director				
To ratify the recommendation of the Adoption Panel in relation to whether a child should be placed for adoption	X Assistant Area Director			X Agency Decision Maker	Decision must consider recommendations of Adoption Panel
To ratify the recommendation of the Adoption Panel in relation to whether individuals should be approved as adoptive carers	X Assistant Area Director			X Agency Decision Maker	Decision must consider recommendations of Adoption Panel
To ratify the recommendation of the Adoption Panel in relation to whether adoptive carers should be matched with a	X Assistant Area Director			X Agency Decision Maker	Decision must consider recommendations of Adoption Panel

child					
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6. Decision Making in Relation to Supported Lodgings

1. [Approval of Supported Lodging Provider](#)
2. [Approval for enhanced Payment to Supportive Lodging Provider](#)

Decision	Decision Maker				Planning Forum
	Assistant Director	Service Manager	Team Manager	Other/Comment	
Approval of Supported Lodging Provider				X Fostering Panel decision maker	
Approval for enhanced Payment to Supportive Lodging Provider	X				Assistant Area Director in an Emergency Authorisation of funding to be agreed at Access to Recourses Panel / Children in Care placement panel