

Delegated Authority Decision Support Tool

For

HCC Children's Homes

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| ICS/Swift ID: | |
| Name: | |
| Date of birth: | |

This *Decision Support Tool* is to assist residential staff and young people to talk to each other about delegated authority. It can help to prepare for the initial Placement Planning meeting and each subsequent review when the Placement Plan is considered. It is an aide to good practice in working with delegated authority. It does not replace or replicate the Placement Plan, which is the legal requirement for this purpose. The required content of the Placement Plan is set out in Schedule 2 of the Care Planning, Placement and Case Review Regulations 2010; relevant statutory guidance is in Chapter 2 of the Children Act 1989 Guidance and Regulations Volume 2: Care Planning, Placement and Case Review.

This *Decision Support Tool* has been adapted from the Fostering Service's delegated authority tool for use by staff in HCC Children's Homes. It is supported and explained further in the Fostering Network's handbook *Supporting Placement Planning*. It is based on consultations which suggest that the areas covered are those where it is particularly important to have clarity. The aims are to ensure that the Placement Plan:

- is viewed as a living document that can change over time.
- covers all the areas necessary for every child.
- is as clear and inclusive of parents, foster carers and residential staff as possible.
- The *Decision Support Tool* is not a definitive list of tasks and responsibilities: over the life of a child's placement, other areas will inevitably arise and require clarification and not all of the elements that are included will apply to every young person. In addition to preparing for planning meetings and reviews, its other uses are:
- For childcare social workers to use with parents who need additional support to understand delegated authority. The leaflet *Information for Parents about Delegated Authority* may also help with this.
- To assist residential staff to have clarity about the tasks and responsibilities they have over the life of a child's placement.

Clarifying who is best placed to take everyday decisions depends on many factors: the young person's age, views, legal status and care plan, the parents' views and the experience and the views of the foster carers and residential staff. Collaboration and consultation are essential for successful partnership working. If there are any contentious issues in the decision-making process or those which could potentially be harmful to the child, these should be passed on to the Service Manager for further consideration and guidance.

Child/young person

1. Medical and Health

| Consent/agreement/task | Who has authority to give consent/agreement or undertake the task 1 | Notes (inc. notifications, prior consultation /recording requirement/conditions) | Date |
|---|---|---|------|
| 1.1 Signed consent to emergency medical treatment (incl. anaesthetic) | | <i>For all medial and dental issues the medical consent card should be completed and signed</i> | |
| 1.2 Consent – routine immunisations | | | |
| 1.3 Consent for planned medical procedures | | | |
| 1.4 Medical procedure carried out in the home where the person administering the procedure requires training (e.g. child with disability/illness) | | | |
| 1.5 Dental – signed consent to dental emergency treatment (incl. anaesthetic) | | | |
| 1.6 Dental – routine treatment (incl. anaesthetic) | | | |

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| 1.7 Optician – appointments, glasses | | | |
| 1.8 Consent to examination/treatment by education provision doctor | | | |
| 1.9 Administration of; Prescribed medication Over the counter medications | | <i>Individual consent needs to be given for each element</i> | |
| 1.10 Permission for education provision to administer; <ul style="list-style-type: none"> • Prescribed medication • Over the counter medications | | <i>Individual consent needs to be given for each element</i> | |
| 1.11 Referral/consent for YP to access another service, e.g. CAMHS | | | |
| 1.12 Consent to manage diet on medical advice and guidance | | | |
| 1.13 Agreement to change diet for health or belief reasons | | | |

1 More than one than one person could have authority to give a particular consent/agreement or undertake a particular task, e.g., both the parent and foster carer may be attending parents' evenings. If this is the case, the individuals' respective roles should be clarified in the 'Notes' column.

2. Education

| Consent/agreement/task | Who has authority to give consent/agreement or undertake the task 1 | Notes (inc. notifications, prior consultation /recording requirement/conditions) | Date |
|---|---|--|------|
| 2.1 Signed consent for education provision day trips | | | |
| 2.2 Signed consents for education provision trips of up to four days and medical consent where applicable | | | |
| 2.3 Signed consents for education provision trips of over four days and medical consent where applicable | | | |
| 2.4 Education provision trips abroad and medical consent where applicable | | | |
| 2.5 Consent to education provision activities e.g. | | | |

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| Food tasting, face painting | | | |
| 2.6 Using computers at education provision | | | |
| 2.7 Education provision photos | | <i>Please cover, individual, group/whole education provision, use in education provision's media/website and promotional material</i> | |
| 2.8 Attendance at parents' evenings | | | |
| 2.9 Attendance at PEP meetings | | | |
| 2.10 Attendance at unplanned meetings, re incidents or immediate issues | | | |
| 2.11 Registering at an education provision | | <i>This can only be completed in consultation with the social worker and the Education Inclusion team</i> | |
| 2.12 Changing an education provision | | <i>This can only be completed in consultation with the social worker and the Education Inclusion team</i> | |
| 2.13 Referral/consent for YP to access another service (please specify the service) | | <i>Such as educational psychologist, extra tuition, speech therapy</i> | |
| 2.14 Personal and social health education | | | |

3. Personal, leisure and home life

| Consent/agreement/task | Who has authority to give consent/agreement or undertake the task | Notes (inc. notifications, prior consultation /recording requirement/conditions) | Date |
|--|---|--|------|
| 3.1 Passport application | | <i>Can only be applied for by someone holding PR</i> | |
| 3.2 Overnight with friends ('sleepovers') | | <i>Please refer to Hampshire's policy</i> | |
| 3.3 Holidays within the British Isles | | | |
| 3.4 Holidays outside British Isles | | | |
| 3.5 Sports/social clubs | | | |
| 3.6 More hazardous activities, e.g., horse-riding, skiing, rock climbing | | <i>Please consider any activities which might be precluded from this agreement and list here</i> | |
| 3.7 Haircuts/labouring | | | |
| 3.8 Body piercing | | <i>In English law, it is illegal for under 16s to have their genitals pierced. It is also illegal for females under 16 to have their breasts pierced, although this does not apply to males under 16</i> | |
| 3.9 Tattoos | | <i>It is illegal to tattoo anyone under the age of 18</i> | |
| 3.10 Mobile phone use; | | <i>Discuss and agree each element</i> | |

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| <ul style="list-style-type: none"> • Just for calls • Calls and internet access • Mobile Phone management whilst in placement | | | |
| 3.11 Part-time employment | | <i>As per legislation</i> | |
| 3.12 Access to a computer and other multimedia devices; <ul style="list-style-type: none"> • For educational purposes • For accessing to social networking sites, e.g., Facebook, Twitter, MSN | | <i>Discuss and agree each element</i> | |
| 3.13 Photos; <ul style="list-style-type: none"> • General photos to record child's life during placement • Photos for media activity/social networking sites | | <i>Discuss and agree each element</i> | |

4. Faith and religious observance

| Consent/agreement/task | Who has authority to give consent/agreement or undertake the task | Notes (inc. notifications, prior consultation /recording requirement/conditions) | Date |
|---|---|--|------|
| 4.1 New or changes in faith, church or religious observance | | | |
| 4.2 Attendance at a place of worship | | | |

5. Identity and names

| Consent/agreement/task | Who has authority to give consent/agreement or undertake the task | Notes (inc. notifications, prior consultation /recording requirement/conditions) | Date |
|---|---|--|------|
| 5.1 Life history work | | | |
| 5.2 New or changes in 'nicknames', order of first names, or preferred names | | | |
| 5.3 Observation of cultural heritage | | | |

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| practices and customs | | | |
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6. Contact

| Consent/agreement/task | Who has authority to give consent/agreement or undertake the task | Notes (inc. notifications, prior consultation /recording requirement/conditions) | Date |
|------------------------|---|--|------|
| 6.1 Transport | | | |
| 6.2 Arranging | | | |
| 6.3 Facilitation | | | |
| 6.4 Formal supervision | | | |

7. Other areas and categories

| Consent/agreement/task | Who has authority to give consent/agreement or undertake the task | Notes (inc. notifications, prior consultation /recording requirement/conditions) | Date |
|---|---|--|------|
| Agreement to change diet for health or belief reasons | | | |

8. Additional notes and questions

Signatures

Date record completed

| Signature | Name | Parent/Carer/Child/Social Worker/Team Manager/Residential Rep | Date |
|-----------|------|---|------|
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