

## DELEGATED AUTHORITY - DECISION SUPPORT TOOL

This *Decision Support Tool* is to assist social workers, parents, foster carers 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.**

The Decision Support Tool 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 and foster carers as possible.

The *Decision Support Tool* is not a definitive list of tasks and responsibilities: over the life of a child's placement with foster carers, 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:

- To assist supervising social workers to prepare fostering applicants for the tasks in foster care and to assess their needs in relation to the *Training, Support and Development Standards for Foster Care*.
- For child care 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.

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. Collaboration and consultation are essential for successful partnership working.



**Child/Young person .....**

**1. Medical and health**

<b>Consent/agreement/task</b>	<b>Who has authority to give consent/agreement or undertake the task<sup>1</sup></b>	<b>Notes (inc notifications, prior consultation/recording requirement/conditions)</b>	<b>Date</b>
1.1 Signed consent to emergency medical treatment inc anaesthesia			
1.2 Consent – routine immunisations			
1.3 Planned medical procedures			

<sup>1</sup> More 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.



**Child/Young person .....**

**1. Medical and health continued**

<b>Consent/agreement/task</b>	<b>Who has authority to give consent/agreement or undertake the task</b>	<b>Notes (inc notifications, prior consultation/recording requirement/conditions)</b>	<b>Date</b>
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 inc anaesthetic			
1.6 Dental - routine treatment inc anaesthetic			



**Child/Young person .....**

**1. Medical and health continued**

<b>Consent/agreement/task</b>	<b>Who has authority to give consent/agreement or undertake the task</b>	<b>Notes (inc notifications, prior consultation/recording requirement/conditions)</b>	<b>Date</b>
1.7 Optician – appts, glasses			
1.8 Consent to examination /treatment by school Doctor			
1.9 Administration of prescribed/over the counter medications			



**Child/Young person .....**

**1. Medical and health continued**

<b>Consent/agreement/task</b>	<b>Who has authority to give consent/agreement or undertake the task</b>	<b>Notes (inc notifications, prior consultation/recording requirement/conditions)</b>	<b>Date</b>
1.10 Permission for school to administer prescribed/over the counter medications			
1.11 Referral/ consent for YP to access another service e.g CAMHS			



**Child/Young person .....**

**2. Education**

<b>Consent/agreement/task</b>	<b>Who has authority to give consent/ agreement or undertake the task</b>	<b>Notes (inc notifications, prior consultation /recording requirement/conditions)</b>	<b>Date</b>
2.1 Signed consent for school day trips			
2.2 Signed consents for school trips of up to 4 days			
2.3 Signed consents for school trips of over 4 days			
2.4 School trips abroad			



**Child/Young person .....**

**2. Education continued**

<b>Consent/agreement/task</b>	<b>Who has authority to give consent/ agreement or undertake the task</b>	<b>Notes (inc notifications, prior consultation /recording requirement/conditions)</b>	<b>Date</b>
2.5 Using computers at school			
2.6 School photos			
2.7 Attendance at parents' evenings			
2.8 Attendance at PEP meetings			
2.9 Attendance at unplanned meetings re incidents or immediate issues			



**Child/Young person .....**

**2. Education continued**

<b>Consent/agreement/task</b>	<b>Who has authority to give consent/ agreement or undertake the task</b>	<b>Notes (inc notifications, prior consultation /recording requirement/conditions)</b>	<b>Date</b>
2.10 Registering at a school			
2.11 Changing a school			
2.12 Referral/ consent for YP to access another service (please specify the service)			
2.13 Personal Health and Social Education			





**Child/Young person .....**

**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		Can only be applied for by someone holding PR	
3.2 Overnight with friends ('sleep overs')			
3.3 Holidays within the British Islands			
3.4 Holidays outside the British Islands			



**Child/Young person .....**

**3. Personal, leisure and home life continued**

<b>Consent/agreement/task</b>	<b>Who has authority to give consent/ agreement or undertake the task</b>	<b>Notes (inc notifications, prior consultation /recording requirement/conditions)</b>	<b>Date</b>
3.5 Sports/ social clubs			
3.6 More hazardous activities- e.g horse riding, skiing, rock climbing			
3.7 Haircuts/colouring			



Child/Young person .....

**3. Personal, leisure and home life continued**

Consent/agreement/task	Who has authority to give consent/ agreement or undertake the task	Notes (inc notifications, prior consultation /recording requirement/conditions)	Date
3.8 Body piercing		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.	
3.9 Tattoos		It is illegal for anyone under the age of 18 to have a tattoo.	
3.10 Mobile phone			



Child/Young person .....

**3. Personal, leisure and home life continued**

<b>Consent/agreement/task</b>	<b>Who has authority to give consent/ agreement or undertake the task</b>	<b>Notes (inc notifications, prior consultation /recording requirement/conditions)</b>	<b>Date</b>
3.11 Part time employment			
3.12 Accessing social networking sites e.g Facebook, Twitter, MSN			
3.13 Photos or other media activity			



**Child/Young person .....**

**4. Faith and religious observance**

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



Child/Young person .....

**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 story work			
5.2 New or changes in 'nicknames', order of first names, or preferred names			



Child/Young person .....

**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			



Child/Young person .....

**7. Other areas or categories**

Consent/agreement/task	Who has authority to give consent/ agreement or undertake the task	Notes (inc notifications, prior consultation /recording requirement/conditions)	Date





**Child/Young person .....**

**8. Additional notes or questions**