

**The Director of Children and Families is authorised<sup>1</sup> to discharge the following functions<sup>23</sup>**

**1) Children's Social Work**

**a) Preventative Services including:-**

Taking account of the benefits of prevention and early intervention and the importance of co- operating with other agencies to offer early help to children, young people and families to:-

- i) Understand local need; and
- ii) Provide and commission early help services.

**b) Safeguarding and Child Protection including:-**

- i) Leading on multiagency arrangements to ensure that resources are coordinated and deployed in safeguarding vulnerable children;
- ii) Provision of safeguarding training to ensure that staff are equipped to recognise and address child abuse;
- iii) Acting as corporate parents for looked after children;
- iv) Provision of placements for looked after children; and
- v) Implementing planned transition for young people leaving care.

**c) Assessment and Care Management including:-**

- i) Assessment of children who may have social care and/or complex needs;
- ii) Co-ordination, management and review of care packages to meet assessed needs; and
- iii) Provision and commissioning of services to meet the needs of children with complex needs.

**d) Residential and Respite Care including:-**

- i) Provision and commissioning of residential placements; and
- ii) Provision and commissioning of respite care.

**e) Support For Carers including:-**

- i) Provision or commissioning of training, advice and practical help for carers; and
- ii) Provision or commissioning of advice and practical help for young carers.

**f) Youth Offending Services including:-**

- i) Provision of education for children in custody; and
- ii) Safeguarding arrangements for children in custody.

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<sup>1</sup> Save where the Leader or the relevant Portfolio Holder has directed or the Director considers that the matter should be referred to Executive Board for consideration.

<sup>2</sup> Together with similar and ancillary functions which have not been delegated to another Director.

<sup>3</sup> In accordance with the resolution of the Executive Board 6 July 2005 the Director of Children and Families will also carry out relevant functions in relation to the Building Hope – Leeds/Sri Lanka Tsunami Appeal Charity

## **2) Learning**

### **a) Early Years Provision including:-**

- i) Provision of information, advice and assistance to parents and prospective parents;
- ii) Provision of children's centres;
- iii) Promotion of child care to ensure sufficient good quality child care to support working parents;
- iv) Promotion of high quality early years provision;
- v) Provision of free education for three and four year olds and all disadvantaged two year olds; and
- vi) Support to early years providers meeting requirements of Early Years Foundation Stage statutory framework.

### **b) Sustainable Access to education including:-**

- i) Promoting a diverse supply of strong schools, including:-
  - Encouraging good schools to expand and,
  - Where there is a need for a new school, seeking proposals for an Academy or Free School
- ii) Ensuring fair access to all schools for every child, including:-
  - Provision of appropriate information to parents; and
  - Compliance with the statutory School Admissions and School Admissions Appeal Codes;
- iii) Provision of suitable home to school transport arrangements; and
- iv) Making arrangements for children outside mainstream education or missing education.

### **c) Special Educational Needs and Disabilities including:-**

- i) Providing and commissioning education and health services to meet the needs of children with special educational needs and disabilities; and
- ii) Funding provision for children with Education, Health & Care Plans.

### **d) Promotion of attendance, attainment and achievement:-:-**

- i) Support to maintained schools delivering national curriculum;
- ii) Development of robust school improvement strategies;
- iii) Support of school to school collaboration;
- iv) Improvement of poorly performing schools;
- v) Establishing a schools forum;
- vi) Maintaining a scheme for financing maintained schools and related provision of information; and
- vii) Improvement of school attendance.

**e) 14-16 Skills Development**

- i) Support the development of a diverse learning offer including University Technical Colleges, Studio Schools, Direct College enrolment and Free Schools;
- ii) Support the development of academic, technical and vocational pathways that contribute to local labour market needs;
- iii) Promote the opportunities available to young people at 14; and
- iv) Promotion of business engagement in schools and colleges through high quality Careers Education, Information, Advice and Guidance.

**f) Development of active citizens including:-**

- i) Promotion of access to educational and recreational leisure time activities for the improvement of well-being, personal and social development, raising aspirations, building resilience and enabling children and young people to make informed decisions.

**3) Child Friendly City**

**a) Child Poverty including:**

- i) Establish, implement, monitor and review arrangements to mitigate the impact of child poverty; and
- ii) Promote local co-operation arrangements to reduce the impact of child poverty.

**b) Voice and Influence**

- i) Promotion of children's participation in public decision making.

**c) Influencing climate change and sustainability**

- i) To support and enable children and young people's involvement in influencing behaviours and action to counter climate change and promote sustainability in their families, schools, communities and city.

**4) Youth Service**

## **Functions Delegated to the Director of Children and Families as Lead Officer of One Adoption Agency for West Yorkshire**

**The Director of Children and Families is authorised<sup>4</sup> to discharge the following functions on behalf of the West Yorkshire Adoption Joint Committee ('WYAJC')**

- 1) Adoption services including:-
  - a) Recruitment and approval of potential adopters;
  - b) Identification of potential matches between children and adopters<sup>5</sup>;
  - c) Provision of adoption panels; and
  - d) Provision of adoption support services<sup>6</sup> to adopters, adoptees, birth families and relevant professionals.

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<sup>4</sup> Save where the Chair has directed or the Director considers that the matter should be referred to WYAJC for consideration.

<sup>5</sup> One Adoption Agency for West Yorkshire shall identify potential matches and make recommendations to the relevant local authority for the matched child. The decision to match a child with an adoptive family remains a function of the Local Authority.

<sup>6</sup> Including maintenance of and access to adoption records