Special Guardianship flowchart for Social Workers - (Child not Looked After)

Contacted by applicant to let Local authority know of intention to apply **to** court for permission for application for Special guardianship Order

Advice the potential Special Guardian to seek **independent** legal advice

Discuss case with Team Manager in supervision. **Agree action needed to completion of SGO report within court timescales**

Ask applicant if they want to be considered for support plan, ensure they know it is **discretionary** and decision is with the Legal Placement Panel. (LPP). If yes

Book a place on LPP with the Court Proceedings Business support.

Legal Placement Panel (LPP)

Case presented for decision as to whether to carry out assessment for support needs, which will result in plan, is agreed or not agreed

Assessment for Support agreed.

Contact Central Payment Team to send out finance form.

Assessment for Support not agreed.

Continue with assessment and checks for report.

Business Support sends a letter to applicants with their decision, giving 10 days to **respond.**

ENSURE ALL NECESSARY CHECKS ARE ACTIVATED:

- Obtain applicants **authorisation and relevant** information and send in DBS form.
- Get the medical forms signed and ensure medical is arranged. (use fostering medical form)
- Find who are referees and send for references

CARRY OUT ASSESSMENT

- Use the **Fostering Network forms as tool** for gathering information
- The assessment is about the child's needs being met.
- Ensure **the assessment for** support needs agreed at LPP that Central Payments Team have all information ASAP, so that they can collate the amount that **maybe** agreed by LPP to be paid to applicant.

Draft SGO report on Court SGO template and support plan.

If **NO SUPPORT PLAN** send report to legal 3 days prior to filing date to check and **to** file

Book place on LGM, 14 days before court filing date

Legal Placement Panel (LPP)

Support plan presented at panel

Decision by panel:

- agree support plan
- not agree to support plan

Business Support sends a letter to applicants with their decision, giving 10 days to **respond.**

Support Plan not agreed

Panel agree further information required or changes to part of the support plan are needed. When completed. New support plan to be sent to the chair of the panel that made the decision. The chair will make the final decision in writing to be sent to social worker and team manager.

Support plan agreed. Signed copy sent to applicant within two days of decision.

Support Plan agreed

- Social worker signs and sends copy of support plan to legal and applicant within 2 days of panel decision.

SGO Assessment report and support plan sent to legal to be filed within the court timescale

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