Special Guardianship flowchart for Social Workers - (Child Looked After)

Court Order requests SGO, CLA review agree plan for SGO for Carer or Connected person seeks SGO

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**

Child is already living with prospective special guardian – Reg. 24 or foster care.

Fostering Social Worker to complete Reg. 24, alongside Child Care Social Worker preparing special guardianship report and support plan

Child not living with prospective special guardian

Ask prospective special guardian if they want support plan

Contact Central Payment Team to send out finance form.

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

Send draft to legal to check

Ensure applicant has seen support plan

Book place on LGM 14 days before filing

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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