Appendix 4: Flowchart for SGO when child is not looked after

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                    ┌─────────────────────────┐
                    │ Notice of application   │
                    │ received from           │
                    │ prospective SG's        │
                    └───────────┬─────────────┘
                                │
                    ┌───────────▼─────────────┐
                    │ Open case to C & F?     │
                    └──────┬──────────┬───────┘
                ┌──────────┘          └──────────┐
           ┌────▼────┐                       ┌───▼────┐
           │   No    │                       │  Yes   │
           └────┬────┘                       └───┬────┘
```

No branch:

IRT to complete brief assessment (within 5 working days) to determine whether there are any safeguarding issues and advise prospective SG's of the process of assessment that will be undertaken by the Family Placement Service

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Referral sent to Family Placement Service identifying the case as Private Law matter which the Department has no current involvement with. Pass on any relevant information on file or from brief assessment undertaken

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Family Placement Social Worker undertakes Schedule Report and assesses for Support Services.
NB: any Departmental or other statutory service recommended would need agreement from the appropriate Agency prior to offering to prospective SG.
Report and any Support Services Plan to be complete by end of week 10

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Beginning of week 11 any Support Plan to go to the prospective SG allowing 5 working days for any representations

↓

By end of week 11, Schedule Report and Support Plan to go to management within Family Placement Service and C & F for signing off prior to filing

↓

Filed via DHSC Legal Team by end of week 12

Yes branch:

Allocated Social Worker holds SGO Planning Meeting with Family Placement Social Worker for information sharing and planning for production of Schedule Report and Support Plan

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Assign sections of report for completion and determine how Support Services assessment is to be conducted. Set deadline to allow for completion by beginning of week 9

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During week 9 Family Placement Social Worker draws together all information into final Court Report and any Support Services Plan is drawn together from the assessment material.

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Beginning of week 10 the Support Plan to go to the prospective SG allowing 5 working days for any representations

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Week 11 the Schedule Report and Support Plan to go to management within both Family Placement Service and the Department for signing off prior to filing

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Filed via DHSC Legal Team by end of Week 12