Children's Social Work Service
Kinship Care/Special Guardianship Orders (SGO)

Business Administration – core business

This document shows a list of our current core business tasks that the administration teams support, however, if there are other administration tasks that require support that are not listed, please contact your Administration Supervisors.

Accident/incident Forms	Administration of accident/incident forms relating to foster/kinship carers
Adoption support fund applications/invoices	SGO only – adds the application to the ASF portal, checks invoices match the call off contract when come in, reconciles the invoice/ payments on portal, annual assessment
Car hire	Requesting car hire for foster carers and professionals.
Carer type approvals	Add reg 24 (temp.) and then Performance Admin adds when approved. SGO – add SGO once approved at panel.
Case closures in Mosaic	Case closures if application is withdrawn or not progressing.
Case file checks	*Under review and being reintroduced to teams.
Distribution of documents	Distribution of correspondence to professionals, ensuring peer checks completed.
Finance Letters	SGO only – production and distribution
Kinship/ Private Fostering/ SG carer approval process	Administering processes for all checks around foster carer approvals: • Alert managers to new assessment/update allocations on Capacity planner/ Mosaic • Fostering medicals • Child protection checks • DBS checks • Foster carer references • ID Badges • Review paperwork • Email verifications • Update Mosaic with external supervision records (Kinship) • Inform manager of newly approved Kinship carers • Inform manager of incoming referrals (SGO) *under review for Mosaic build. *Please note – Admin will chase outstanding requests a maximum of three times.*
Incoming and outgoing Mail	Assist in the mail process in place for service area.

Max cards	Assign and distribute max cards when requested and update Mosaic where required.
Mosaic requests	Merge records, re-open requests, update essential information as requested.
Supply quarterly and annual Statistics	SGO only – provide the figures when requested from the performance team at the relevant period.
Telephone calls/team voicemails	Administrators will take calls and take messages where required and deal with/forward voicemails where required, including adding a case note to mosaic.