

## ROTHERHAM METROPOLITAN BOROUGH COUNCIL

### CHILDREN AND YOUNG PEOPLE'S SERVICES

#### Safeguarding, Children and Families

#### Special Guardianship Order Checklist

<u>Throughout Proceedings.</u>	
Full DBS Checks	<p>DBS checks can be time-consuming so it's a good idea to start these ASAP. Outstanding DBS Checks have caused serious delay in proceedings previously – not good!</p> <p>The prospective SGO carers need to first create an account and complete their application online. Access to the online application for <u>both Social Workers and applicants</u> is via the Online DBS promo-box on the <b>Rotherham MBC jobs site</b>. The site can be accessed by visiting the Council's jobs website at <a href="http://rotherham-jobsonline.co.uk/">http://rotherham-jobsonline.co.uk/</a>. Here, there is a link to the DBS site. Prospective Special Guardians need to complete the form as a 'job applicant'.</p> <p>Alongside this, there are 2 forms to be completed by the Social Worker (referred to as the Managers Verification Form), that need to be downloaded from the above website. One is to verify you have viewed the ID documents to support the prospective SGO's application, and the other is to verify that a DBS check is necessary for HR to proceed.</p> <p>The completed forms need to be returned to <a href="mailto:hrpebulk@rotherham.gov.uk">hrpebulk@rotherham.gov.uk</a></p> <p>Guidance notes for DBS forms can be emailed from HR – Jenny Lee can also send copies round (not available on E-forms as yet).</p>
SGO Medicals – Request Paperwork from Admin and pass to family members to arrange their own medical dates.	<p>Admin teams have access to SGO Medical forms. Again there are multiple parts to this. This process can be time consuming due to availability of GP's (and willingness of GPs to complete this without prior payment), so it's a good idea to start this process as early on in the proceedings as possible.</p> <p>The SGO Medical Pack includes: The Medical Document A letter to the SGO carers explaining the need for a medical (SSCC12G). A letter/Invoice to the GP.</p> <p>In the medical document (a Blue Form), the Prospective SGO Carer completes part A, then makes a GP appointment for the remaining form to be completed by their GP. This is then returned to Social Care and the form needs to be sent</p>

	<p>to Dr Hashmii, the agency medical adviser.</p> <p>Dr Hashmii will then formulate a report based on the information within the SGO medical form – <b><u>This is the SGO medical that is required for court.</u></b></p>
Child Arrangements / Special Guardianship Order Allowance Forms.	<p>RMBC offers a means tested allowance to support children in SGO placements when the child is in our care or when the significant harm threshold has been found and proceedings would have been necessary. Full guidance can be found in the CYPS procedures on line.</p> <p>The first port – the calculation sheet :</p> <p>The Prospective SGO carers need to complete the calculation sheet SSCC406; this is a list of their incomings and outgoings of money within the household.</p> <p>This completed form needs to be scanned and returned to Dianne Cutts or Suzanne Redfern or Diane Dwyer, they are Business Support Financial Assessment Team, who will complete a <b>likely calculation</b>. This is based on the figures provided only and not the final amount. Carers need to be made aware that this is a prospective amount only.</p> <p>After this, the carers (if they are entitled to allowances based on their calculations) will need to gather financial documents to support their application.</p> <p>The Financial assessment team will advise what documents are required to prove financial income (usually utility bills, wage slips/proof of benefits).</p> <p><b>At this point in proceedings, once a 'likely' figure is calculated, Service Managers may agree to pay this weekly amount to carers, in lieu of the allowance, from S17, to financially support families.</b></p> <p>SGO/CAO allowance is usually backdated to the date an order was granted, so if S17 payments are offered, this needs to be made clear within the report:</p> <p>Once all the financial assessment is completed, the CAO/SGO Allowance Assessment needs to be completed by the worker. This is form SSCC399 (CAO) or SSCC399a (SGO). This form needs Team Manager Comments, so bear this in mind when completing the form. This then needs to be returned to Dianne, Diane or Suzanne.</p> <p>The bank details form SSCC571 also needs to be completed by carers, to enable payment. (This can also be given to admin for S17 payments).</p> <p><b>NB – SGO/CAO allowances are sometimes seen by Social Workers as a low priority, particularly when S17 payments are being offered, however this is an important part of the</b></p>

	<p><b>SGO support plan, and informs a Judge's decision around whether to grant an SGO. Prospective Carer's can 'refuse' an SGO if they don't know the support they will be receiving (and a good solicitor will advise them to do so) and this can further result in delay.</b></p>
<p>References: Directly speak to – <b>visit in person</b> 3 references nominated by family members.</p>	<p>Prospective SGO Applications require 3 references, who need to be provided by the prospective SGO Carer. Guidance states that this can be family, although it is <i>preferable</i> that they are not related to the prospective SGO Carer.</p> <p>There is a format to recording the reference forms. SGO Carer's can nominate a friend or family members, an employer, the local pastor.</p> <p>It is good practice to visit a referee <b>in person</b>, although if time is short, on the phone would suffice. The document is SSCC186. It is best to attend a visit, and fill the form in yourself whilst conducting an interview – if you post it there is a risk referees could simply write "yes/no" answers. Ask the referee to sign the document there and then.</p> <p>When it comes to writing the SGO report, a summary of the conversation with the referee needs to be included within the report.</p>
Photographs of Carers.	Colour photographs are needed of the prospective SGO carers, Children and birth parents.
Child birth certificates	<p>These need to be ordered and a copy to be submitted alongside the final evidence/SGO Report.</p> <p>It is good practice for the SGO Carers to be given some copies too (although they can order their own copies legally) to support applications for child benefit, and GP registration etc.</p>
<b>SGO Report</b>	<p>This pulls together all of the information that you have gathered, including the assessment undertaken of them, the prospective Special Guardians willingness and ability to care for the children, the individual needs of the children, and the birth parents history.</p> <p>You will be asked to make a recommendation, recommending either SGO or not.</p> <p>The pro forma for documenting an SGO report is SSCC394.</p>
SGO Support Plan SSCC107	<p>In cases where an SGO is the overall plan, then the SGO Support Plan (SSCC107) replaces the Legal Care Plan document.</p> <p>The SGO support plan considers the individual needs of the child/ren, and how these needs will be met – whether by the SG, or the LA. What is going to be happening and who is going to do it.</p>

	<p>Additionally, this considers the needs of the SGO Carers themselves, and the birth parents and how all parties' needs will be met.</p> <p>This is an important document as it indicates how the SGO is going to work on a long-term basis. Think about Contact needs, Financial Support for the SGO Carers, any additional needs the children have – Therapeutic needs for the children, parenting support needs for the carers etc. The Adoption Support Fund is now accessible for children subject to SGO with additional therapeutic needs (contact the LAACSTT).</p> <p>The SGO Support Plan needs to be agreed by a number of people:  Team Manager  Service Manager  Therapeutic Team/LAACSTT  The SGO Carers themselves need to agree  The Social Worker.</p> <p>It is good practice for the SGO carers to have sight of the SGO support plan, so that they consider this with their solicitors – in the event that they feel there are additional needs that have not been met for example, this is their opportunity to raise them.</p> <p>The above points need to be considered when factoring in your time management.</p>
SSCC Documents	<p>These documents are found through quick links on the intranet front page – E forms and then Children's Social Care Forms. Use the search box to find the specific form  It is anticipated that E forms may be migrated to CYPS procedures on line very soon.</p>