

**APPENDIX 4 REPORT TO HEAD OF SERVICE, SEEKING AGREEMENT TO ASSESS FOR:  
SPECIAL GUARDIANSHIP/CHILD ARRANGEMENTS ORDER ALLOWANCES**

**Name of Child:**

**D.O.B:**

1. What is the reason for the proposed arrangement?	Include a brief summary of concerns, CP/PLO/Court process, identification and viability of carers
2. How does this arrangement meet Derbyshire County Council's criteria for undertaking a financial assessment?	<p><b>One of the following criteria must be met before DCC will consider undertaking an assessment for an allowance:</b></p> <ul style="list-style-type: none"> <li>• The child must have been looked after by the LA for a period of at least 3 months immediately prior to the order being made, the application is part of his/her Care Plan and has been confirmed with the IRO through the reviewing process;</li> <li>• The child is subject to a CAO/SGO as part of a disposal of Care Proceedings or as a direct alternative to care proceedings, whether or not the child/children were looked after by the Local Authority for a period of at least 3 months</li> </ul> <p><b>and</b></p> <p><i>The Local Authority supports the placement of the child with the person(s) applying for the CAO/SGO;</i></p> <p><b>or</b></p> <p><i>Following an assessment of the circumstances of the child and carer, the Assistant Director agrees that the case is exceptional.</i></p>
3. If this arrangement does not meet the criteria, what are the exceptional circumstances that will require consideration by the Assistant Director?	If the criteria are not met you will need strong rationale to ask the Assistant Director to consider whether a financial assessment can be undertaken.
4. Is the accommodation suitable? Where will the child sleep?	You need to demonstrate that this is a permanent and not a temporary arrangement e.g. child is not on a camp bed in adult's room and will not outgrow this arrangement, carers have secure tenancy and house is suitable for children. If child has additional needs/aids/adaptations, demonstrate how this is addressed.
5. What are the wishes and feelings of the child about the proposed arrangement?	You need to demonstrate that the arrangement has been discussed with the child and their views have been taken into account. If the child has communication issues or English is not their first language, ensure their views are captured via use of interpreter/sign language etc.
6. How will the child be safeguarded and how will their education, health and welfare be promoted?	Include if child is on a CP plan/Supervision Order, detail SW visits if appropriate, school/college arrangements, GP registration and how activities or interests will be promoted.

7. What arrangements will be made to address any issues of identity, disability, equality and diversity	Do not state that there are 'no issues'. If no obvious ethnic or cultural issues, consider issues of child's identity, impact of being placed in another family, with another set of norms/expectations including the transition.
8. What are the proposed financial arrangements?	You are requesting authorisation for a means tested financial assessment to be undertaken whilst acknowledging that carers will be claiming child benefit and child tax credit, DLA, PIP and any other eligible benefits.
9. Has a support plan been completed and services identified where necessary?	This should be done within the proceedings, but is a prompt to have it completed to submit for Final Hearing if not.
10. Are the arrangements for making decisions about the child's care satisfactory?	This is in relation to exercising Parental Responsibility, which will be shared by carers and birth parent(s). Is it clear how the decisions in relation to school, attending place of worship, christening etc will be made?
11. Are the arrangements for contact satisfactory?	We need to ensure that we have helped the carers to set up contact in a way that is workable and sustainable and doesn't fall apart as soon as our involvement ends.
12. Assistant Director's comments (where applicable)	To be completed where following an assessment of the circumstances of the child and carer, the Assistant Director agrees that the case is exceptional

NAME OF WORKER:.....

NAME OF AUTHORISING MANAGER:.....

DATE AUTHORISED:.....