\*It is anticipated that referrals and request forms will ensure there is a clear decision trail and to ensure that no confusion between teams develops. We have sought to minimise information needed and this is in line with practice / expectations in other authorities

**Assessment filed to court**

FFAST SW completes full assessments on proposed carers.

Both positive and negative full assessments shared with applicants and returned to CCSW and copied to Legal rep

Collects details for checks and references etc.

Family/ CCSW/ manager decides which **two** proposed carers should receive full assessment.

Completes parts 1-3 of SGO report template and sends to FFAST Team Manager and Deputy along with the full assessment request form\*, name of legal rep and date for completion

(note: max of 12/ minimum of 8 weeks is required from date parts 1-3 received ): unless exceptional circumstances and agreed with FFAST manager

Positive

Assessments sent to CCSW

 **Returned to CCSW to file / NFA from FFAST**

Negative

Report shared with applicant and letter sent

**Stage 2** –(face 2 face viability)

FFAST social worker then completes **Stage 2 viability** **assessment.**

returns to CCSW within 14 working days

Any **Stage 1** reports that then need face to face viability to be sent electronically to FFAST team manager along with any supporting documents (minimum of two weeks required)

CCSW does initial screening of proposed carer/s **(PNC check and LA checks)**  and completes **Stage 1 report**

List identified of family/friends carers, agreed during family meeting/discussion with parents and consent given to share info

Family members put forwards at Pre- Proceedings meeting/ Family Meeting/Family Group Conference

**Legal Gateway meeting held**

Agreed threshold met for Pre Proceedings or Care Proceedings started – timetable agreed

 Child Care SW identifies possible carers from genogram