**SPECIAL GUARDIANSHIP ORDERS – FLOWCHART** LAC/Foster Carers

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| LAC Review/Foster Home review/LPM/ PPM recommends |

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| **Applicants** give notice via “Application to become Special Guardian” Appendix 1Or Final LPM agrees SGO as final order |

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|  **Fostering SSW & Child’s SW**Update Liquid Logic & liaise with legal department. Complete Reg 21 report (appendix 2). - Send Financial Assessment and Health Declaration to applicants for completion. |

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| **Applicants****Applicant** receives Application for Financial Assessment to complete and return to Finance Officer and completes Health Declaration Form and sends to GP. |

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| **Fostering SSW** receives completed HDF from GP and passes onto medical advisor for comments (appendix 3c) then inputs into the Reg 21 Report; if in proceedings the Form C  |

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| **Fostering SSW** completes SG Support Services assessment (appendix 4) |

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| **Team Managers** & **Service Managers** approve the Reg 21 report and Support Services. If outside of the basic offer, the SGO Support Panel signs off the support. |

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| **Fostering SSW** completes Support Services proposal (appendix 5) |

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| **Applicants** receive the SG Support Services proposal for SGO support appendix 6 and the Financial Agreement. |

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| Support Services proposal becomes Support Services plan once all parties have signed  |

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| Completed Reg 21 report (or Form C) & Support Services plan submitted to court  |

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| Court revokescare order and grantsSpecial Guardianship Order Or at Final Hearing a SGO is granted. |

**Ongoing requirements**

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| Annual review of support planLCC Finance section undertake annual review of finance payments |

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| Special Guardian has duty to inform LCC of any changes |