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

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

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

|  |
| --- |
| **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. |

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

|  |
| --- |
| **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 |

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

|  |
| --- |
| **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. |

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

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

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

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

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

**Ongoing requirements**

|  |
| --- |
| Annual review of support plan  LCC Finance section undertake annual review of finance payments |

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