

SPECIAL GUARDIANSHIP ORDERS – FLOWCHART

LAC/Foster Carers

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

Applicants give notice via
“Application to become Special Guardian”
Appendix 1

Fostering SSW & Child’s SW
Update Liquid Logic & liaise with legal department
- complete Reg 21 report (appendix 2)
- Send Health Declaration to applicants for completion

Applicants
- Complete HDF (appendix 3a 3b) and
send to their GP

Fostering SSW receives completed HDF from GP and passes onto
medical advisor for comments (appendix 3c)

Fostering SSW contacts 3 referees to update references:
- by phone if < 2 years since provision of last reference or
- by visit if more than 2 years (appendix 2A)

Fostering SSW completes SG Support Services assessment (appendix 4)

Team Managers & Service Managers approve the Reg 21 report and Support Services

Fostering SSW completes Support Services proposal/Plan (appendix 5)

Applicants sign
SG Support Services proposal/Plan and agreement for SGO financial
support (for former foster carers) appendix 6

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

Completed Reg 21 report & Support Services plan submitted to court

Court **revokes** care order and **grants** Special Guardianship Order

ONGOING REQUIREMENTS

Special Guardian has
duty to inform LCC of any
changes

Annual review of support plan, and
LCC Finance section undertake annual review of
finance payments