**SGO Support Plan Flowchart**

SGO assessment is completed by Fostering Assessment Team or ISW and recommends this as an appropriate plan of permanence for a child or young person. The report is shared with the legal team and the child’s social worker and recorded within the SGO referral.

**It is the child or young person’s allocated social worker who is responsible for completing the SGO Support Plan**. This should be completed on the agreed template which is included as an Appendix to this flowchart. This includes outlining the support needs, services to be provided, person or agency responsible and timescales relating to the following areas: health; education; emotional and behavioural development; identity; social presentation; self-care skills; family and social relationships; family time plans; financial and practical support (in respect of financial support, this should be based on the financial assessment completed within the assessment process and the fact that this will be reviewed annually; even if this assessment outcome is £0.00, this should be clearly recorded); other support services required from the Fostering Support Team; support required for other individuals within the child’s family network; support required for other family members in respect of family time arrangements; key signatures.

**Once completed, the SGO Support Plan needs to be sent to the Team Manager for quality assurance and oversight; once this has taken place, the final SGO Support Plan should be sent to the relevant Head of Service (the Head of Service with responsibility for the child) for final endorsement. A management oversight to this effect should be recorded on the child’s file. This will also serve as an endorsement of the assessed financial package and does not require an additional presentation to Access to Resources Panel.**

It is only at this stage that the SGO support plan should be sent with the SGO assessment to legal for filing. These documents should also be clearly recorded on the child’s file (currently, as Legal Tracker, Reports).

It is really important **that this SGO support plan is shared with the applicants**. Good practice would support this being shared within a direct visit, in order to ensure that the applicants have the opportunity to pose any questions or challenges.

A minimum expectation is that the SGO support plan is sent by recorded delivery to the applicant and this is recorded clearly as a communication on the child’s file.