

Process Guidance: Special Guardianship Support Plans

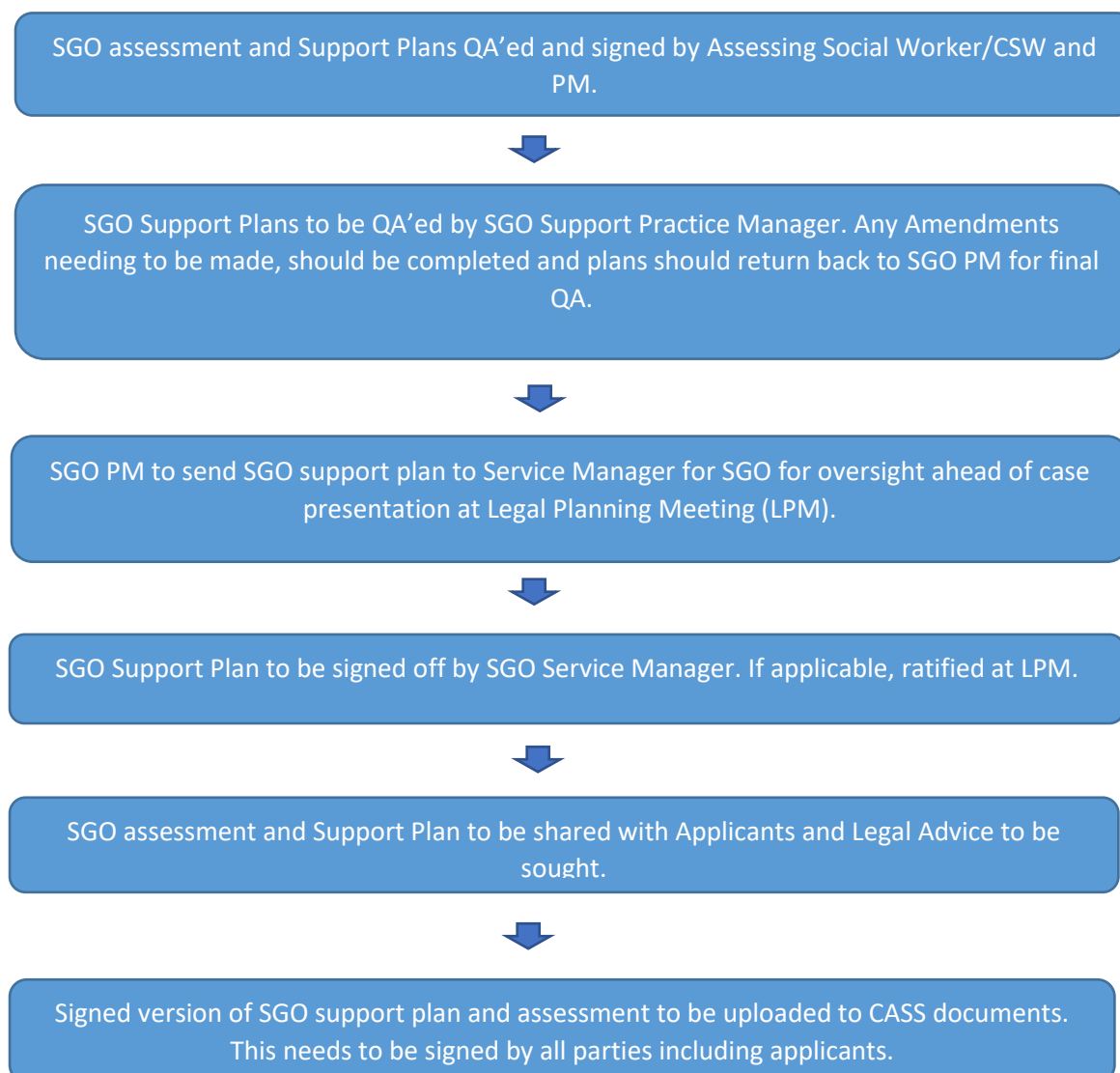
All Special Guardianship Order (SGO) Assessments should have an accompanying SGO support plan, which confirms the Calderdale Offer to Special Guardians. The support plan should focus on the child's individual short and longer-term needs, and any support that they, and/or the prospective Special Guardian may need to support the child under an SGO in both the short and longer-term.

The SGO offer for Special Guardians is updated annually, and the latest version is available on SharePoint alongside the most up to date version of the SGO support plan template and assessment report documents: [Special guardianship](#)

The SGO support service are available for consultation, information, advice and guidance with regard to any families that SGO is being explored, or progressed for, and practitioners should email the SGO Single Point of Access inbox on: SGO.Support@calderdale.gov.uk to arrange further discussion.

Following an SGO assessment and support plan being completed, the following process should take place ahead:

Process Map:



Notes

- Support Plans should be completed per child if in a sibling group, and children's individual needs should be referred to within each plan rather than written "collectively". This is to ensure that the child's plans remain bespoke to them and their needs in each specified area of the plan.
- The SGO Support Plan template is pre-populated with examples of what information should be recorded within the body of the plan.
- Any request for SGO post-order support (financial or other), which sits outside the Calderdale SGO policy will need to be agreed in advance, the process for which is outlined within the SGO policy and accompanying practice guidance documents.
- All templates and practice guidance relating to Special Guardianship assessments and post-order support are updated regularly on SharePoint. Please can practitioners ensure they are using the most up to date version by downloading this from SharePoint when needed.
- Once QA'ed by the PMs responsible for the case management oversight, the CSW should send the plan to the **SGO Single Point of Access inbox** and request quality assurance from the SGO PM.
- The SGO PMs have allocated time to QA any support plans weekly on a **Tuesday AM**, the CSW should ensure they allow enough time for the QA and any necessary amendments to take place prior to presenting the case to LPM. The SGO PM will send the completed plan to the Service Manager responsible for SGO ahead of LPM (if applicable) for the purpose of the quality assurance trail, once the final version has been received back from the CSW.

Any requests for QA received after 9am on a Tuesday morning will be QA'ed the following week unless discussion has taken place prior to this between the SGO PM and CSW.

- **SGO Support Plans will not be authorised by the Service Manager responsible for SGO support unless the above has taken place. This process is designed to ensure a consistent approach to delivering special guardianship support in Calderdale, and to ensure that all Special Guardianship Households have a robust plan with a clear support offer in place.**