Top tips for completing an SGO support plan

Any supporting guidance mentioned within this document is available on SharePoint (Social Work Templates-Special Guardianship folder).

- Always ensure that you are using the most up to date SGO support plan template, which is available on SharePoint.

- Each child requires an individual Support Plan, it is not one plan per household – all plans must highlight the child's individual support needs, both current and future.

- Make sure you have a copy of the SGO support offer to hand – this document will highlight any support available which is dependent on eligibility criteria and also what is accessible to all.

- There is a "Good Practice Example" which can serve as a guide in relation to content and formatting of the SGO support plan.

- Read the guidance contained within the SGO Support Plan template, carefully for each section, this will help you think about setting out the most appropriate support for the child and their prospective SGO household. Delete all guidance once section is completed.

- Financial support within the "Financial Support" section of the SGO support plan must be outlined explicitly and in relation to the named child only.

- If you are unsure about what support could best meet the families needs, then you can request support from our SGO single point of access at SGO.support@calderdale.gov.uk and we can arrange a meeting to talk things through.

- Any support outside the SGO offer, must be agreed by the Service Delivery Manager for SGO support (placement and sufficiency) prior to being included within the support plan. The process for this is outlined within the SGO policy and guidance.

- All SGO assessments and SGO support plans must be QA'ed and agreed by your own manager before sending across to SGO.support@calderdale.gov.uk for final compliance check by SGO Support Practice Manager and authorisation from Service Manager for SGO support.