**Special Guardianship Policy Flowchart**

Ref: F/22

Child known to the council with allocated social worker

Applicants must provide three months written notice to the relevant Head of Service unless the Court has granted leave to make an application and waived the notice period

Day 1

Child not previously known to the council

SGO Order

Reports for the Court

Planning Meeting

Notification

Social Worker is allocated

End of week one

The allocated Social Worker arranges a planning meeting as soon as notification is received.

The meeting will be chaired by the Team Manager.

The meeting will clarify the steps to be taken, who will contribute to the report and the timescales for court.

End of week two

The allocated Social Worker must undertake the **Viability Assessment (if required)**, prepare the **Special Guardianship Report** and undertake the **assessment for Special Guardianship Support Services** within the three months notice

End of week ten

The report and assessment is submitted to the relevant Head of Service for agreement and countersignature

End of week 11

The allocated Social Worker provides the Court with the approved reports

End of week 12

The SGO Order is made

The Solicitor notifies the SGO Social Worker and provides a copy of the Final Order

5 days after the Order is made i

The SGO Social Worker carries out an annual review of the Support Plan

The allocated Social Worker amend the child’s status on MOSAIC and close the record as and when required