**SECTION TWO**

**The aim of this audit tool is to assist staff to check the quality and comprehensive nature of the information being provided within the individual Special Guardianship Order, Support Plan**

|  | **Question** | **Yes** | **No** | **Notes** |
| --- | --- | --- | --- | --- |
| 1 | Does the SGO Support Plan reference the initial SG assessment? |  |  |  |
| 2 | Is there evidence of **legal advice** being offered for the SG? |  |  |  |
| 3 | Has the legal advice been provided for the SG? |  |  |  |
| 4 | Has the SG taken up the offer? |  |  |  |
| 5 | Has legal advice been funded? |  |  |  |
| 6 | What was the cost of legal support? |  |  |  |
| 7 | Does the SGO Support plan include: |  |  |  |
| 7.1 | Core and basic information about the SG Carers and the child/young person? |  |  |  |
| 7.2 | Carers contact details? |  |  |  |
| 7.3 | The family make up? |  |  |  |
| 7.4 | Child/young person’s Date of Birth? |  |  |  |
| 7.5 | Child/young person’s NHS number? |  |  |  |
| 7.6 | Child/young person’s Health information? |  |  |  |
| 7.7 | Child/young person’s Family background? |  |  |  |
| 7.8 | Important family contact details? |  |  |  |
| 7.9 | Other important people’s contact details? |  |  |  |
| 8 | Is there evidence of background information provided to the SG at the point of initial contact/enquiry? |  |  |  |
| 9 | Has **a leaflet** been provided to prospective SG’s about becoming an SG? |  |  |  |
| 10 | Has **a flowchart** been provided to the carer about the process of becoming an SG, which includes key decisions, milestones and timescales? |  |  |  |
| 11 | Is there evidence of information provided about the positive opportunities that an SGO can provide for the child/young person and the prospective SG? |  |  |  |
| 12 | Is there evidence of information being provided about the changes from being a foster carer to becoming a SG and the potential implications? |  |  |  |
| 13 | Is there evidence that the financial support available to the SG was explained? |  |  |  |
| 14 | Did the financial advice include: |  |  |  |
| 14.1 | Allowances? |  |  |  |
| 14.2 | Means testing? |  |  |  |
| 14.3 | One off payments? |  |  |  |
| 14.4 | Payments to the child/young person for support/activities/assessed needs? |  |  |  |
| 14.5 | Information about as to what would trigger a review of financial support? |  |  |  |
| 14.6 | Information about the means testing process? |  |  |  |
| 15 | Is there evidence that a copy of the SGO Support Plan template was provided to the SG? |  |  |  |
| 16 | Was information provided about what circumstances would trigger a review of the Support Plan? |  |  |  |
| 17 | Was information provided about the support plan review process? |  |  |  |
| 18 | Is the Support Plan dated and signed and authorised: |  |  |  |
| 18.1 | Social worker/local authority representative? |  |  |  |
| 18.2 | Special Guardian? |  |  |  |
| 18.3 | Child/young person? |  |  |  |
| 18.4 | Advocate/other – please specify? |  |  |  |
| 19 | Does the Support Plan contain a review date and/or explain the process whereby the SG can request a review and/or what circumstances would trigger a review? |  |  |  |
| 20 | Does the Support Plan explain the support to be provided? |  |  |  |
| 21 | Does the Support Plan include an anticipated end date for each element of support and/or a review date? |  |  |  |
| 22 | Does the Support Plan explain the roles and responsibilities and expectations of the SG? |  |  |  |
| 23 | Does the Support Plan explain the roles and responsibilities and expectations of the Local Authority? |  |  |  |
| 24 | Does the Support Plan explain the different types of support to be provided, practical and financial, support? |  |  |  |
| 25 | Are the following areas explained: |  |  |  |
| 25.1 | Allowances? |  |  |  |
| 25.2 | One of payments? |  |  |  |
| 25.3 | Respite? |  |  |  |
| 26.4 | Holidays? |  |  |  |
| 25.5 | Leisure cards? |  |  |  |
| 25.6 | Enhanced access to services? |  |  |  |
| 25.7 | Other, explain? |  |  |  |
| 26 | Is there an explanation of who in the local authority authorises the plan, or if the plan is approved by a panel? |  |  |  |
| 27 | Does the SG have a carer file? |  |  |  |
| 27.1 | Is the recording in the SG carer’s file up to date? |  |  |  |
| 28 | Does the child/young person have a case file? |  |  |  |
| 28.1 | Is recording of the child/ young person’s file up to date? |  |  |  |
| 29 | For older children/young people: |  |  |  |
| 29.1 | Is there evidence that ‘capacity’ has been considered and that they understand what an SGO is? |  |  |  |
| 29.2 | Does the Support Plan set out the information about the transfer of the: |  |  |  |
| 29.2.1 | Junior ISA? |  |  |  |
| 29.2.2 | Child Trust Fund? |  |  |  |
| 29.2.3 | A Criminal Injuries Compensation Authority application/award, if one has been made? |  |  |  |
| 29.2.4 | Any savings accrued by the foster carer /local authority? |  |  |  |
| 29.2.5 | Any identity or important documents? |  |  |  |
| 30 | Does the Support Plan explain how the SG can contact the local authority if they wish to request a review of the Support Plan if required and/or their or the child/young person’s circumstances change? |  |  |  |
| 31 | Is there evidence that the initial draft of the Support Plan was sent to the SG for comment or changes and for approval? |  |  |  |
| 32 | Is there evidence that the was explained to the SG, **means testing model** what income is taken into account and how any changes of circumstances may lead to a review of the means tested allowances, and how long allowances are provided? |  |  |  |
| 33 | Is the local authority SGO policy dated and does it contain a date when it will be reviewed? |  |  |  |

2nd January 2020 - Eva Booth & John Short