**Special Guardianship Orders**

**Check List**

To be completed by Social Worker and submitted to the Quality Assurance Officer.

|  |  |
| --- | --- |
| Prospective Carer |  |
| Child Details |  |

|  |  |
| --- | --- |
| Social Worker |  |
| Team Manager |  |
| Legal Lead |  |

|  |  |
| --- | --- |
|  Proposed Submission Date |  |
| Filing Date |  |

Electronic Documents to be submitted to Quality Assurance Officer Vida Vytelingum:

|  |  |
| --- | --- |
| Document  | Included |
| Consent to Checks Form Completed and Signed  |  |
| DBS ID Verification Form Completed |  |
| Schedule 4 Completed and authorised (signed) by Team Manager and Group Head |  |

The Consent to Checks Form must be completed and signed by each individual living in the household who is over eighteen years of age.

You will be required to view the necessary documents for the DBS check (s) and complete the DBS ID Verification Form (s) for each individual living in the household who is over eighteen years of age.

If you wish checks to be undertaken by the assessor your Group Head will need to authorise this by emailing gaynor\_martin@sandwell.gov.uk or alison\_davidson@sandwell.gov.uk.