



Centre for Professional Practice

Practice Briefing Note 32

Title:	Escalation process between Legal Services and Children's Services in respect of making applications for Special Guardianships, Discharging Care Orders and the Revocation of Placement Orders
Effective From:	16/05/2018
Practice Note:	<p>In order to improve effective planning and promote best practice when making applications for Special Guardianships, Discharging Care Orders and the Revocation of Placement Orders the following escalation procedure has been agreed between Children's Services and Legal Services:</p> <ol style="list-style-type: none">1. If a document is not received by Legal Services on the date previously agreed by both parties, Legal Services will contact the Social Worker for an explanation for the delay and agree a date 3 working days forward.2. If the document is still outstanding at the end of the 3rd working day, Legal Services will contact the Team Manager to inform him/her of the delay and agree an additional 2 working days.3. If the document has not been received after 5 working days, Legal Services will escalate the matter to the appropriate Service Manager and agree a date for completion.
Reason:	To improve effective planning when making applications for Special Guardianships, Discharging Care Orders and the Revocation of Placement Orders
Adopted at:	Children Looked After Meeting
Authorised by:	Sue Butcher (Chief Officer)
Date:	21/08/2018
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