



## Guidance Note for Social Workers: Private SGO Applications

### Private Applications for an SGO where there is no current or previous involvement with Children's Services

If a person who is resident of Birmingham intends to make an application for a Special Guardianship Order and they have had no current or previous involvement with social services then they must notify the Trust in writing of their intent to do so. The letter of intent should be emailed to [a&frecruit@birminghamchildrenstrust.co.uk](mailto:a&frecruit@birminghamchildrenstrust.co.uk) or posted to A&F recruitment, PO Box 16262, Birmingham.

In order to apply for an SGO applicants need to have the consent of all those with parental responsibility or the child needs to have lived with the carer for 12 months or already have a Child Arrangement Order in respect of the child. Without any of these being in place the applicants would need to apply for leave of the Court to apply for an SGO.

Once the letter of intent has been received via the Recruitment Team they will send an acknowledgement letter to the applicants and commence the required checks. In accordance with regulations, the Trust then has 12 weeks to complete a report for Court. A viability assessment is **not** required and the Trust has a duty to complete the report. The report is then considered at Court alongside the application. This is a solely private application. The SGO assessment will be completed by a worker within the Family and Friends Team once they have established that leave of the Court to apply is not required. If concerns arise in respect of the child during the assessment a referral will be made via CASS. The applicants will be responsible for funding the application and medicals.

Once the report is completed it will be shared with the applicants and then filed with the Court by the Family and Friends Team.

If the SGO is subsequently granted the holders of the SGO will be entitled to advice and guidance from the Family and Friends Team as required.

To request further information please contact: **Family and friends Duty Desk – 0121 464 4945.**