

# Special Guardianship Support Plan & Finance Approval Pathway BCP

Complete in Week One

## Step 1

- Viability Assessment (VA) completed by BCP Councils Child Social Worker. Ensure those assessed are aware of the long term commitment to the child and consider if they need initial legal advice with your line manager
- Complete as soon as Possible i.e. PLO stage. **Remember SG assessment takes 12 weeks** and should be completed alongside any fostering assessment
- VA should be robust assessment of capacity of the carer and have a clear evidenced based recommendation along with a PNC Check
- Any questions speak to SG duty worker on 0300 123 9868



## Step 2

- ASPIRE referral form, VA and PNC check to be sent in one email to [Lorraine.Anderson@aspireadoption.co.uk](mailto:Lorraine.Anderson@aspireadoption.co.uk). Please make clear deadline for filing if in court when referring to ASPIRE and upcoming permanence planning meeting
- Remember to Invite ASPIRE SG assessor to an initial meeting within 1 week of allocation and a Permanence planning meeting
- As soon as the referral has been allocated to an Aspire Social Worker, Business Support will request ART Finance Team (Andrew Smith [artfinance@bcpcouncil.gov.uk](mailto:artfinance@bcpcouncil.gov.uk)) send out a Financial Assessment pack to the applicant/s.
- It is then the childcare social worker's responsibility to ensure the financial assessment is completed in good time



## Step 3

- ASPIRE Social Worker will complete assessment, visits, statutory checks and gain references.
- The Childs social worker to have oversight of progress of the financial assessment



## Step 4

- Child and Aspire Social worker must be in regular communication during assessment process. Ensuring assessment remains on track and any obstacles are identified and resolved as early as possible.
- Invite Aspire worker to review Permanence Planning meetings to capture as part of BCP councils formal planning. (Ideal Hold PPM in week 4-6 of Special guardianship assessment)
- Aspire Social Worker completes Reg 21 report, draft support plan and send to Childs Social worker and team Manager 5 days working days before filing date.



## Step 5

- Childs social worker to check the Special Guardian support plan and advise Aspire social worker if any changes need to be made. Seek Team Manager approval before sending on Financial assessment, Reg 21 report and support plan to the relevant Service manager

Complete by week twelve

Complete by Week 13