Process & Guidance for SG Support Plans for Child's Social Worker:

LAC/CIN/LCT SW, SSW (Fostering) and SW will be sent an invite to the SG Support Plan meeting alongside the SG support plan template and guidance on completing the SG Plan.

Child's SW to add information in each domain about the child/ren, for example LAC Medical outcome and send to SG Support SW before the SG Support Plan Meeting

SG Support SW to chair and draft the sg support plan at the meeting.

All parties to ensure they use as reference the SG support plan guidance notes already in Place. SG Support SW Chair to send guidance notes and SG support plan template (as a reminder) at point when invite to Support plan meeting goes out.

At the SG Support Plan meeting, SG chair to go through the child's current needs, future support needs and how the SG applicant can meet those needs in all the SG Support plan domains as well as include information on SG support available once an sg order is granted and tasks for the child's social worker and assessing social worker to complete.

Once SG Support plan as a draft has been created by the SG Support SW Chair, this will be sent out to the child's social worker to proof-read and add any missing information that was highlighted during the meeting.

Following the Support Plan Meeting:

The Child's SW will then send out the draft of the SG Support plan to the SG assessor and then their manager for authorising the plan

The Child's SW will then send it to the SG applicant via email.

The Child's SW to set up a meeting (face to face or via MTs) with the SG applicant to go through the SG Plan, if agreed SG applicant to sign and add their comments to the SG Plan.

If SG applicant is not in agreement with anything on the SG plan, this needs to be discussed with the SG Support SW/Management. For example, if there is an issue with the contact plan. To consider if something needs changing.

SG applicant to complete the comments box with their views on the plan (agreement to the proposed plan) and will then add their signature to the plan or an email confirming their agreement which should be copy & pasted into the plan by Childs SW.

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Once the following have signed the support plan:

- SG APPLICANT
- THE CHILD (IF APPLICABLE
- CHILD'S SW & THEIR MANAGER.
 - SG ASSESSOR
- SG SUPPORT SOCIAL WORKER (NP)

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Child's SW to then forward SG support plan to SG Team Manager (ML) & HOS (RP or KA) for the final SG support plan sign off and file with legal.

Following SG order being granted:

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As soon as an SG order is granted, if the courts make additional orders or ask for specific support that require the support plan to be updated, Child's SW and manager to alert SG TM that a handover meeting will be required to agree the update to the SG Support plan – and timescales. SG Team Manager or SG Support SW to chair the SG handover meeting (pending their availabilities). The SG handover meeting will be used to address required amendments/updates to the SG support plan.

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SG carer to receive an updated copy of the support plan once it has been amended in the SG Handover Meeting and SG plan to be uploaded to Child's file by Child's SW. SG team manager to upload final plan to SG carers file.

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Before a case is closed by the Child's SW, they will need to ensure all outstanding tasks are completed, including a later life letter.

SG plans should always be saved as a word document as it is a document that can be reviewed in the future.

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