# Early Prep

[ ]  Get the documents from care proceedings from the legal team

 Final orders

 Threshold document

 Judgment

 Final care plans

 Experts reports

 Guardians report.

[ ]  Speak to family members and get their views to include:

 Children

 Parents/ kinship carers – if contact details not known then trace them.

 Extended family

 FGC?

 Key professionals

 IRO

[ ]  SGO cases always refer the SGO for legal advice at the outset -Use the legal advice templates and get HOS approval.

☐ Obtain an estimated financial assessment of any ongoing financial support the carers will receive post SGO

[ ]  Draft report for CiC review using statement template as a guide.

[ ]  Make sure that you have up to date police checks of parents.

[ ]  Once IRO has endorsed the plan obtain minutes of review.

[ ]  If SGO approved refer to Kinship support and supervision team if carers currently approved BCT foster carers. If carers are other LA or IFA carers then refer to the kinship assessment team for assessment. Social worker will be completing sections on child and family and the SGO support plan in practice guidance.

[ ]  In SGO cases on completion of assessment and support plan send to solicitor for SGO for final advice and for the solicitor to complete the application to send to BCT legal.

[ ]  obtain consents to application for discharge/SGO and disclosure to cafcass using forms CD1 – CD3

[ ]  Write the statement using template CD4 to include a chronology. Ensure quality assured by TM.

[ ]  in complex cases or where there are safeguarding issues arrange a legal planning meeting via your Case Progression Officer.

# Documents to send to legal for Cafcass referral Issue

[ ]  Minutes of CiC review meeting and reports to review including any professional reports.

[ ]  Updating assessments and plans

[ ]  Police checks.

[ ]  Consents of parents and SGO.

[ ]  Your statement

[ ]  In SGO application cases the SGO Assessment/Support Plan/ Application for SGO drafted by the solicitor for the SGO.

[ ]  Send all to the Legal Team for final QA and checks copying in CPO. Send to bct.legal@birminghamchildrenstrust.co.uk

# Next Steps by Legal Team

[ ]  Legal team will allocate and open in case management system

[ ]  Come back to you with any questions/clarifications

[ ]  Prepare a bundle of documents to send to Cafcass for a recommendation.

[ ]  If Cafcass raise any issue send this to you to take an steps required

[ ]  Make the application on the Family Court Portal. This includes uploading the SGO application on behalf of the SGO where relevant.

[ ]  Ensure that you are advised of the hearing date and are represented at the hearing.

[ ]  Send you the final bundle of documents and the final sealed orders of the Court for the Child’s file when available.

[ ]  Write down key points of the interview as soon as possible.

[ ]  Send an email to each of the interviewers within 24 hours. This is your chance to show how interested you are and prove, once again, that you’re the right candidate for the job.