**LONDON BOROUGH OF ENFIELD**

## SPECIAL GUARDIANSHIP SUPPORT PLAN

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| **Child's Full Name:** |

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| **Child’s Date of Birth:** |

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| **Child’s Ethnicity & Religion (if known):** |

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| **Child’s Gender:** |

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| **Placing Local Authority:** |

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| **Name of Special Guardian(S):** |

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| **Nature of Relationship between the Special Guardian(S) and the child(ren) concerned:** |

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| **Is the child a Looked After Child before the Special Guardian Order (SGO) is made? Yes/No** |

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| **Local authority where Special Guardians family live:**  **Local Authority responsible for Special Guardians support:**  **Enfield will be responsible for offering Special Guardianship Support for the first three years from when the Special Guardianship Order is granted. However, this support is only offered if the Special Guardian requests this by contacting the Special Guardianship Team. After the first three years it would be the Local Authority where the Special Guardian lives if they do not live in Enfield.** |

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| **CHILD’S SOCIAL WORKER RESPONSIBLE FOR COMPLETING CHILD’S SECTIONS OF THE SG PLAN & FINALISING THE PLAN:** |
| **Name and position:** |
| **Agency:** London Borough of Enfield |
| **Address:**  Children and Family Services  Thomas Hardy House  39 London Road  Enfield EN2 6DS |
| **Telephone:** |
| **Email:** |

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| **ASSESSING SOCIAL WORKER RESPONSIBLE FOR COMPLETING THE SG APPLICANT’S SECTIONS OF THE SG SUPPORT PLAN:** |
| **Name and position:** |
| **Agency:** |
| **Telephone:** |
| **Email:** |

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| **SPECIAL GUARDIANSHIP SUPPORT SOCIAL WORKER CONTRIBUTING TO THE SG SUPPORT PLAN:** |
| **Name and position:** Nita Patel |
| **Agency:** London Borough of Enfield |
| **Address:**  Children and Family Services  Thomas Hardy House  39 London Road  Enfield EN2 6DS |
| **Telephone:** 0208 379 8490 (SG team duty number) |
| **Email:** [specialguardians@enfield.gov.uk](mailto:specialguardians@enfield.gov.uk) |

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| **PHYSICAL & MENTAL HEALTH:**  **About the Child:**  **What needs to be completed before the case is closed to you?**  **About the Special Guardian(s):**  **Post Order SG Support Needs the Special Guardian is responsible for:**  Once a special guardianship order is granted, the special guardian(s) will share parental responsibility for the child with the parent(s), but will have overriding parental responsibility, which will enable the special guardian to make key decision for the child including schooling, contact with the birth family and health decisions.  The child will no longer have a social worker and the case will be closed to Children’s Services once any outstanding tasks that are noted in this SG plan are completed. The Special Guardian(s) will be responsible for ensuring all the child(ren’s) physical and mental health needs are met fully. This includes taking them to for health checks, making appointments required to maintain their health (GP, Dentist, Opticians, and any other health checks and needs).  If the Special Guardian(s) have any concerns or feel there is a need for professional advice, guidance or support, they can contact Enfield’s special guardianship service for advise and guidance (Enfield SG team duty service email address [specialguardians@enfield.gov.uk](mailto:specialguardians@enfield.gov.uk) Tel 0208 379 8490). |

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| **SELF CARE SKILLS**  **About the Child:**  **What needs to be completed before the case is closed to you?**  **About the Special Guardian(s):** |

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| **EDUCATION, STIMULATION AND LEARNING NEEDS**  **About the Child:**  **What needs to be completed before the case is closed to you?**  **About the Special Guardian(s):** |
| **EMOTIONAL, SOCIAL AND BEHAVIOURAL DEVELOPMENT -**  **About the Child:**  **What needs to be completed before the case is closed to you?**  **About the Special Guardian(s):** |

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| **IDENTITY & CONTACT:**  **About the Child:**  **What needs to be completed before the case is closed to you?**  **About the Special Guardian(s):** |

**PLAN FOR CONTACT ARRANGEMENTS WITH BIRTH PARENTS OR BIRTH FAMILY MEMBERS OR ANY OTHER SIGNIFICANT PEOPLE IN THE CHILDS LIFE**

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| **Name of Person and relationship to child** | **Type of Contact and frequency/duration, date to start**  **(direct/indirect/with or without photos/ Where contact will take place** | **Who will take responsibility for managing and supervising the contact and who will they go to for help?** | **Potential Risks?**  **Supervised or Unsupervised?**  **Risk assessment/safety plan if needed** |
| Full Name: |  | Once a Special Guardianship order is granted it is the responsibility of the Special Guardian to facilitate and supervise all contact where necessary. Enfield’s Special Guardianship Team can offer advice, guidance and review contact plans to support the special guardian. | ? |
| Full Name: |  | Once a Special Guardianship order is granted it is the responsibility of the Special Guardian to facilitate and supervise all contact where necessary. Enfield’s Special Guardianship Team can offer advice, guidance and review contact plans to support the special guardian. | ? |
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| **About the Special Guardian(s) Living Arrangements & Housing:**  The Special Guardian(s) is aware Children’s Services have no influence over housing and all housing needs would be their responsibility to resolve. Children’s Services can provide a supporting letter if the Special Guardian requests this for housing and they will be responsible for advocating for their own housing needs.  **Preparation for becoming a Special Guardian,**  All Special Guardian applicants should attend the Special Guardianship preparation workshop or have a one-to-one bespoke session with their SG assessor during the assessment process. This workshop is a preparation workshop to enable SG applicant(s) to gain a greater understanding of what being becoming a Special Guardian means, to build their knowledge around what the legislation pertaining to special guardianship is and means for them. The workshop explains the process of the assessment and prepares them to make informed decisions about becoming a Special Guardian. The workshop is also an introduction to gain a deeper understanding into the experiences of looked after children, to build knowledge around attachment and the impact of trauma and abuse on child development. Lastly it provides in depth information about SG support services, that includes how to access SG support for the child and themselves as Special Guardian(s). |

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| **FINANCIAL SUPPORT:**  **Note: *If foster carers are applying for a special guardianship order for the child or children placed with them, they will be entitled to receive an allowance equivalent to the London Borough of Enfield current fostering rate, minus child benefit.***  ***The allowance paid to all Special Guardians (including previous foster carers) is subject to a means testing process and will be reviewed annually. Special Guardians will be expected to inform the local authority immediately if their financial circumstances change, including if the child ceases to remain in their care, which will result in the special guardianship allowance ceasing.***  ***The special guardianship allowance is paid monthly to special guardians on the last working day of the month and an annual assessment is carried out yearly. It is important that the special guardian responds to the annual email they will receive from Enfield’s Finance Team and complete the SG financial assessment forms and provide the documents requested, otherwise they will risk their SG allowance being suspended and possibly ending.***  **Has a financial assessment been completed? If not, when will this be completed?**  Special Guardianship applicant(s) will be subject to a means test process prior to them being granted a Special Guardian Order by the court. The Local Authority will provide a Special Guardianship allowance, which consists of up to £163 per week minus child benefit until the child reaches the age of 11 and then up to £216 per week minus child benefit whilst he/she is aged 11-18. The SG allowance will cease upon the child’s 18th birthday but can be extended if the child is in full time education, to enable the child to complete the course(s) started PRIOR to the child’s 18th birthday. The Special guardianship applicant(s) will be required to provide evidence from the school/college that the young person is attending to enable the allowance to continue. The financial assessment will determine the amount of SG allowance that Special Guardianship applicant(s) will receive as it will be means tested and the child benefit deducted, as well as any other deductions based on the SG applicant’s disposable income and expenditure.  **What is the assessed allowance, if known?**  The SG allowance, the Special Guardian will be entitled to receive is £////  **Will the Special Guardians receive any additional financial contribution, including a settling in allowance?**  A settling in allowance is not an automatic entitlement; a discussion will need to take place with the SG applicant(s) to clarify what they require and the costs of what they need, to enable them to care for the child in their care. For example, a settling in allowance can be furniture for the child (such as a bed or wardrobe) or clothing.  Once this discussion has taken place between the Special Guardian(s) and the child’s social worker and/or the Special Guardian’s social worker, the child’s social worker will discuss this with the SG Team Manager or the Head of Service to seek authorisation. Once authorised, the SG applicant will be advised to purchase the items required and provide the child’s social worker with the receipt(s) so they can be reimbursed. It is important to note that without receipt(s) evidencing payment, the SG applicant will not be reimbursed.  **Child Benefit:**  If a special guardianship order is granted to Special Guardian applicants, they can claim child benefit. Applying for child benefit will be the Special Guardian’s responsibility to contact the child benefit office.  Child Benefit helpline  Telephone: 0300 200 3100  Website: **[Claim Child Benefit - GOV.UK](https://enfield365-my.sharepoint.com/personal/morris_linton_enfield_gov_uk/VLADGEORGE/AppData/Local/Microsoft/Windows/INetCache/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/J11HB5CY/Claim Child Benefit - GOV.UKhttps:/www.gov.uk › child-benefit)**  [https://www.gov.uk › child-benefit](https://enfield365-my.sharepoint.com/personal/morris_linton_enfield_gov_uk/VLADGEORGE/AppData/Local/Microsoft/Windows/INetCache/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/J11HB5CY/Claim Child Benefit - GOV.UKhttps:/www.gov.uk › child-benefit)  **Who holds the child’s savings and how will these be transferred so that the SG manages the savings until the child turns age 18?**  If the child is in foster care, savings will need to be transferred to the Special Guardian applicants if they are granted the Special Guardianship order. The child’s social worker will be responsible for ensuring this takes place.  **Will a handover meeting be required to the Special Guardianship team for any immediate support identified?**  If a handover meeting is required, please ensure when the SG order is granted and before  the case is closed to the child’s social worker a handover meeting is arranged. |

**SPECIAL GUARDIANSHIP SUPPORT SERVICES**

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| **BASIC SUPPORT SERVICES** | **PROVIDED BY ENFIELD SG TEAM** | |
| Point of contact available long term for advice and information and onward referral, as necessary. | Enfield Special Guardianship team | SG duty available Mondays/Wednesdays/Fridays  10.00am-3.30pm  Tel: 0208 379 8490  Email: [specialguardians@enfield.gov.uk](mailto:specialguardians@enfield.gov.uk) |
| Support groups (there is a coffee morning jointly run by Enfield SG team and Virtual schools. Enfield SG team also run individual groups focused on topics. | Enfield SG Team  (0208 379 8490) | For more information please contact:  SG duty available Mondays/Wednesdays/Fridays  10.00am-3.30pm  Tel: 0208 379 8490  Email: [specialguardians@enfield.gov.uk](mailto:specialguardians@enfield.gov.uk) |
| Regular workshops/training e.g., on telling, managing difficult behaviour, etc. | Enfield SG Team  (0208 379 8490) | For more information please contact:  SG duty available Mondays/Wednesdays/Fridays  10.00am-3.30pm  Tel: 0208 379 8490  Email: [specialguardians@enfield.gov.uk](mailto:specialguardians@enfield.gov.uk) |
| Information about events, workshops, and literature | Enfield SG Team  (0208 379 8490) | Contact Enfield SG team to request being added to the mailing list for receive invites and information. SG duty available Mondays/Wednesdays/Fridays  10.00am-3.30pm  Tel: 0208 379 8490  Email: [specialguardians@enfield.gov.uk](mailto:specialguardians@enfield.gov.uk) |
| **POST SPECIAL GUARDIANSHIP SUPPORT SERVICES AVAILABLE TO SPECIAL GUARDIANS:**    Once a Special Guardianship Order is granted the Special Guardian will receive a Special Guardianship Welcome pack  from Enfield’s Special Guardianship team, this will include a booklet with information about Enfield’s Special  Guardianship team and their contact details. The pack will also include various information Special Guardianship Support Services available to Special Guardians.  The Special Guardianship team will also make a welcome call to the Special Guardian(s) to congratulate them on  becoming a Special Guardian and to discuss in detail support services available to them and how to access these.  It is important the Special Guardian is aware once a Special Guardianship order is granted the court process will end and  the child(ren) would no longer be in the care of the Local Authority. This will mean that the child(ren) would no longer  receive ongoing social work visits. A final goodbye visit would take place with the social worker and the child(ren). The  case would be closed to Children’s Services, and it would then be the Special Guardians responsibility to seek advice and  guidance as and when needed. Children’s social care will not contact you without your consent.  **The Special Guardianship Order:**  The courts usually send the Special Guardianship Order directly to the Special Guardians and it will be the Special Guardian’s responsibility to keep it safe as they will require it from time to time. Should the child(ren) need urgent medical care, general medical treatment, or they plan a trip abroad, the Special Guardianship Order will confirm they have parental responsibility for the child(ren). The Special Guardianship Order will also be needed to renew a passport application or as evidence in school to clarify they have parental responsibility. We encourage Special Guardians to keep the Special Guardianship Order somewhere safe.  **Special Guardianship Support Services:**  The Special Guardianship team can offer general advice and guidance in relation to being a Special Guardian and the day-to-day care of the child(ren). The Special Guardian can contact Enfield Special Guardianship Duty on 0208 379 8490 or email [specialguardians@enfield.gov.uk](mailto:specialguardians@enfield.gov.uk) on Mondays/Wednesdays and Fridays 10.00am-3.30pm for any advice or to be signposted to other support services. If there is a need for ongoing support or more intense support the Special Guardianship duty team will work with the family for a period of time and/or allocated the case to a Special Guardianship support social worker who will work with the family for more in-depth support.  **Physical, Mental health, Emotional, Behavioural and Social development:**  Special Guardians will need to be mindful and aware of the child(ren)’s early life experiences and any trauma they may have suffered which may include experiences abuse, neglect, trauma loss and rejection, to ensure they are monitoring their development, and should they become worried and concerned they can contact Enfield’s Special Guardianship team (SG team) initially to discuss the concerns and seek advice and guidance. You may need support with parenting and to enhance and develop positive parenting techniques built on attachment and reparenting a child who has suffered trauma using therapeutic methods to support the child’s development and healing process from the trauma’s they have experienced.  If the Special Guardian has any concerns relating to the child’s physical and mental health, they should seek advice from their GP in the first instance. They can also contact the SG team if they are concerned about the child’s emotional and mental well-being. The SG team can signpost them to services such as Child & Adolescent Mental Health Services and provide a supporting letter to support the referral.  A Special Guardianship Assessment can be carried out by the SG Support Social Worker in the SG team for suitable therapeutic services to be identified and an application made to the SG Support Fund (ASGSF) for funding for therapeutic interventions such as art or play therapy, therapeutic parenting workshops and therapeutic life story work.    They will also have access to specialised counselling for Special Guardian(s) that is funded by Enfield’s SG team, and they can have up to six sessions focusing on therapeutic parenting, contact, understanding trauma and attachment. They can self-refer or the contact the special guardianship team to make a referral on their behalf.  **PAC-UK Counselling service (specialist counselling for Special Guardians)**  Advice Line: Tel 020 7284 5879  Monday, Tuesday & Friday, 10.00am-4.00pm, Wednesday & Thursday 2.00pm-7.30pm  In addition to this, there will be workshops available yearly on topics such as Therapeutic Parenting, Life story work, and Contact. Information about these workshops can be requested from the Enfield’s Special Guardianship Team. The Special Guardians can be added to the mailing list to received information on courses, workshops, and events from the Special Guardianship team. They will need to sign and return the consent form found in their welcome packs to the SG team to be included in the mailing list.  The SG team can also advice and signpost the Special Guardian’s to other support services that may include Early Help support, parenting programmes and workshops that are available to all parents and carers. The SG team also run support groups, workshops, and coffee mornings on topics such as contact, mindfulness, speakers attend on topics such as play therapy, housing, and therapeutic parenting.  **Childcare and Respite:**  Children’s Services are unable to offer childcare, however Enfield’s SG team can signpost you to holiday playschemes or advocate on your behalf for after school clubs at the schools to support you. Children’s Services are also unable to offer respite care as children who are under a Special Guardianship order have already suffered a lot of loss, separation and trauma and introducing someone new outside of your support network can be traumatizing for the child(ren). Enfield SG team can be contacted to discuss how your support network can be utilized to support you. If your child has additional special needs, the SG team can support with a referral to the Children’s Disability team for an assessment to be carried out as you may meet the threshold for respite via this service. You may also be eligible for Disability Living Allowance for the child if they have additional needs and can apply for this via DWP Tel: 0800 121 4600.  **Education Support:**  If you are approved as a Special Guardian(s), the Special Guardianship Order will be sent directly to you by the courts, you will need a share a copy of this with the school so they can update their records. The school will also need a copy of the Order to apply for Pupil Premium Funding which your child(ren) will be entitled to if they were previously looked after by the Local Authority (LAC) before the SG Order was granted and this funding can be used towards any additional support your child(ren) needs in school in terms of their educational, social and emotional needs.  Due to the child(ren)’s early childhood experiences, they may require extra support with learning. If you have concerns you can request a meeting with the school to consider the support that can be put in place. Enfield’s SG team can be contact for advice, guidance or for a meeting to be arranged with the school and a social worker from the SG team can attend to support and advocate on your behalf.  Additionally, you can contact the virtual head team Previously Looked After Children’s Officer (PLAC) for advice and guidance. Jane Manning is Enfield’s PLAC Officer and can offer advice and guidance on educational issues.  Tel: 020 4526 7039  Email: [jane.manning@enfield.gov.uk](mailto:jane.manning@enfield.gov.uk) (Working days: Monday to Wednesday)  Please contact Jane:  • if you have any concerns about how to support your child’s education.  • if you have questions about Pupil Premium Plus.  • if your child has additional needs and you would like support in understanding and navigating the SEND processes.  • if you are considering home-educating your child.  • if you are worried your child may be at risk of permanent exclusion or has already received suspensions. Every school has a Designated Teacher for PLAC and LAC, please speak to them about any concerns you may have about your child’s education  Enfield’s SG team and Virtual school also hold a coffee morning focused on topics related to education for children placed with special guardians.  **Identity & Contact:**  A Special Guardian will be responsible for facilitating, managing, and supervising contact. From time to time, they may need advice, guidance or have concerns about the contact arrangements. You will have a contact plan in place which reflects the contact set out in the SG support plan. However, the contact plan can be reviewed by the Special Guardian(s) if you contact them and request this. This could be if the birth parent is not attending contact, or you are concerned about their interactions with the child. It could also be when your child is at a different stage of development and their needs have changed. It is important contact is reviewed to ensure it continues and takes place according to what is meaningful for the child(ren) and in their best interest.  It will be the Special Guardian’s responsibility to promote the child(ren)’s identity and understanding of their background, their life story and to help them make sense of this. Special Guardians can access support by asking for guidance from the SG team, by attending workshops on talking to your children about their life story that is funded by Enfield’s SG team. The SG team can also be contacted to discuss accessing therapeutic life story work for your child.  **IMPORTANT INFORMATION:**  Enfield SG team would be responsible for any advice and guidance you require and to carry out a support needs assessment. However, if you do not live in Enfield after the first 3 years from the time the Special Guardianship Order is granted the responsibility will transfer to the Special Guardianship Team in the borough you live in. It is important you contact Enfield SG team to ensure the transfer takes place to enable you to access support as and when you require it.  **Enfield Special Guardianship Team contact details:**  Enfield have a SG duty service as a point of contact for initial contact for Special Guardians  Available Monday, Tuesday and Friday, 10am-3.30pm. Tel: 020 8379 8490 Email: specialguardians@enfield.gov.uk  Team manager: Morris Linton.  **Other Independent Support Services available:**  **PAC UK Advice and Support Service:**  To meet the needs of special guardianship families living in Barnet, Camden, Enfield, Hackney, Haringey and Islington,  the North London Fostering & Permanency Consortium (NLFPC) has commissioned a range of specialist services from  PAC-UK. These services are available to all special guardians as well as professionals supporting children with a Special Guardianship Order in NLFPC boroughs.  PAC-UK is a specialist and confidential PAC-UK Advice Line and  PAC-UK Education Advice Line delivered by highly experienced staff who understand the practical, legal and  psychological impact of special guardianship and can allocate you a PAC-UK case worker to support you further with  these issues –Phone: 0300 1800 090 | Email: [advice@pac-uk.org](mailto:advice@pac-uk.org).  The following services are available:   * Counselling services for special guardians whose children are under SGO. * Coffee mornings, support groups and newsletters ✓ Summer events for special guardianship children and * young People. * Access to a dedicated PAC-UK SGSS website containing up-to-date information and guidance, downloadable * resources and signposting to other sources of support to access the PAC-UK SGSS website, please visit: www.specialguardiansupport.org.uk Once on the PAC-UK SGSS website, click on the ‘Register tab’ In the top   right menu to setup your individual access account – if you require any support with this-  please email [advice@pac-uk.org](mailto:advice@pac-uk.org)  **PAC-UK Education Advice Line For Special Guardians**  To talk through any school or educational concerns regarding special guardianship children and receive advice and  support. Tel: 020 7284 5879 (Thursdays in term time, 12pm-2pm)  **CORAM** Child Law Advice Website: childlawadvice.org.uk/information-pages/ family-and-friends-care  **Kinship:**  Kinship Advice Line 0300 123 7015 Email [**advice@kinship.org.uk**](mailto:advice@kinship.org.uk) for advice on benefits, contact and workshops.  **Family Rights Group (0808 801 0366)**  A national charity that advises families whose children are involved with or need children's services because of welfare needs or concerns. They have lots of useful leaflets, an online forum, and provide a confidential advice service for parents and family and friends carers.  [**www.frg.org.uk**](http://www.frg.org.uk)  **National Association of Child Contact Centres (NACCC)** Second Floor Offices Friary Chambers 26-34 Friar Lane Nottingham NG1 6DQ **Email:** [contact@naccc.org.uk](mailto:contact@naccc.org.uk) **Telephone:** 0115 948 4557  **Post Special Guardianship Support for Birth Parents or any other family member who will have contact with the child:**  **Enfield Special Guardianship Team contact details:**  When the SG order is granted the child’s Social Worker will send out Enfield Birth Relatives booklet that  has details of support services available to them. Enfield SG duty service would be a first point of contact for initial  contact for birth relatives to access advice/guidance and support.  Enfield SG team duty are available Monday, Tuesday and Friday, 10am-3.30pm. Tel: 020 8379 8490 Email: specialguardians@enfield.gov.uk  **PAC UK Advice and Support Service:**  Under this offer from PAC-UK birth relative self-refer or Enfield SG team can refer for the birth relative to access:  A specialist and confidential PAC-UK Advice Line delivered by highly experienced staff who understand the practical,  legal and psychological impact of birth parent’s children placed in special guardianship and can allocate you a PAC-UK  counsellor.   * A specialist counselling service birth parents whose children are placed under SGO * A support group for birth parents.   Phone: 0300 1800 090 | Email: advice@pac-uk.org | | |

**SIGNATURES**

**In order to provide Special Guardianship Support Services, it is often necessary to share information about your family with other agencies e.g. Schools, Education, Health, Child and Adolescent Mental Health Services and voluntary agencies and consultants.**

**Signing below confirms your agreement to the Special Guardianship Support Plan and that you give your consent to information being shared for the purpose of delivering this support plan.**

**Please remember a Special Guardianship Support Plan can be reviewed at any time by the Special Guardianship team if a Special Guardian requests this.**

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| **Role/Status** | **Name** | **Signature** | **Date** |
| LAC Social Worker |  |  |  |
| LAC Manager |  |  |  |
| Child or young person  (where appropriate) |  |  |  |
| Prospective Special Guardian (1) |  |  |  |
| Prospective Special Guardian (2) |  |  |  |
| Birth Parent(s) (sometimes birth parents have their support plan information recorded and signed separately) |  |  |  |
| SGO Team Manager |  |  |  |
| SG Assessor. |  |  |  |
| SG Support Social Worker |  |  |  |
| Head of Service (LAC) |  |  |  |

**Comments from the Special Guardian on the proposed plan**

**Special Guardian applicant(s) to read, add their comments and sign the plan to confirm they approve the plan.**

**Special Guardian applicant:**