

Welsh Government

All Wales special guardianship review of support services plan

Local Authority:

Our objectives

The objectives of this special guardianship review of support services plan are to meet the six outcomes of the [Welsh Government guide for the offer of special guardianship support in Wales](#), of which the overarching outcome is:

“To achieve and sustain an alternative permanent family life into adulthood, where children may be stable, feel secure and flourish.”

These six outcomes and the offers which underpin them serve to provide the criteria that will be used to evaluate the success of the plan at subsequent reviews.

How to use this template:

This template will be used for all reviews of special guardianship support services plans in conjunction with the original SGO support services plan.

A review will either:

- a. Confirm that the current plan remains fit for purpose, and a further review date is agreed and noted on this plan.
- b. Use this template to amend the current plan by identifying any new support needs and how these will be met, and/or whether some previously identified support is no longer necessary. This could be done without the need for a full assessment, and a further review date is agreed and noted on the plan.
- c. Decide that an assessment of needs for special guardianship support services is required, in which case this template will be used to amend the original plan or updated plan following that assessment. The type and scope of assessment will depend on the individual circumstances of the child and special guardian.

At each review, the initial support services plan should always be considered as it identifies, at the time of making the order, both current and possible future needs. A new and separate review document should be completed at each review.

For the purposes of brevity, the plan refers to the special guardian in the singular but, where relevant, applies to both special guardians.

Review of special guardianship support services plan

Child's details

1. Name of child

2. Date of birth

3. Name of special guardian(s)

4. Date of special guardianship order

5. Name of birth parent(s)

6. Date last special guardianship support plan completed or last reviewed

7. Name of child's social worker (if allocated)

8. Name of special guardianship support worker (if allocated)

9. Allocated team if no allocated social worker

10. Telephone number for special guardian to contact for advice/support from those with experience of special guardianship arrangements

Special guardianship family's details

1. The date of authorisation for keeping the details of special guardianship family should be recorded (in line with GDPR).

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2. Address

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3. Email

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4. Contact telephone numbers

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5. Does the special guardianship family have an up-to-date contact number for special guardianship support?

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The completion of the plan and final checklist.

1. Has there been a considered and meaningful review of the support provided since the making of the plan/last review? Detail the date of review(s) and practitioner involved.

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2. Has the special guardian been involved with the formulation of this plan following a review? If necessary, detail any differing opinions/views.

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3. Has the special guardian's own well-being been considered as part of the review? Provide details.

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4. If appropriate, has the child seen the reviewed support plan and had it explained to them? Provide details.

5. What are the child's views, wishes and feelings on the reviewed plan? Have they been consulted on relevant aspects of the plan? Do they understand (in an age appropriate way) what the plan involves? Detail any support needs in relation to this and how these will be met.

6. Does the review reflect both current and possible future needs of the child as identified in the original plan? Provide details of any additional needs that should be considered.

7. Does the plan cover keeping in touch/family time/contact arrangements until the next review?

8. Is the special guardian confident of the dedicated route for accessing support should they need it?

9. When is the next review (or 'keeping in touch') conversation with the special guardian (as per Code of Practice) to take place?

10. When is the next review of financial support? This should be separate from the “keeping in touch” conversation.

11. Is the special guardianship family living outside the placing authority?

12. If yes, has a review of the plan taken place 6 months before the expiry of 3 years of the making of the order?

13. Has the resident authority been notified of the most recent assessment and plan?

14. Has the resident authority contacted the family to discuss and make arrangements for support?

15. Have all the elements of the Transfer of Special Guardianship Support Services Agreement been adhered to at this stage? [Transfer-of-SGO-Support-Services-Agreement.pdf](#)

Review of the special guardianship support services plan

Date of review

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Reason for review (mark as appropriate)

1. As agreed post order (particularly where specific or specialist services have been provided and those services need a review). ☐
2. At least annually (be clear whether this is a full review or an annual 'keeping in touch' communication, separate from a financial review). ☐
3. Six months before a new resident authority takes responsibility for support services (three years post order). ☐
4. A review in anticipation of the 18th birthday. ☐
5. If change of circumstances/request from special guardianship family, please state reason.

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With reference to original Support Services Plan, detail progress to date. This will refer to the child, special guardian and other family members.

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Continued unmet/ongoing need identified as result of review?

Any action needed following review. Please mark as appropriate.

1. No amendment required and SGSSP to continue without amendment. ☐
2. SGSSP to be amended with this template as result of the review by providing the services.
See below. ☐
3. An assessment for special guardianship support services needs to take place/has taken place
and the special guardianship support services plan (following review) updated accordingly. ☐

Special guardianship support services plan (following review)

1. The child's needs

The special guardian's and other family members' needs.

2. Outcomes

To relate to the 6 outcomes in the guide to the offer of SG support.

3. Actions/services to be provided

(i.e. How will those needs be met).

4. Resources (person/agency responsible)

This should include whether funding has been agreed (if necessary).

5. Timescale

(Starting date, frequency, duration and review).

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Dates

1. Date last special guardianship plan completed or reviewed

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2. Date of this review

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3. Agreed date for next review

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Agreement and signatures

1. Child/young person

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2. Special guardian(s)

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3. Practitioners responsible for completing/monitoring plan

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4. Team manager

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5. LA senior manager/head of service agreement (as applicable)

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Case summary

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Llywodraeth Cymru
Welsh Government