

Welsh Government

All Wales special guardianship support services plan

Local Authority:

Our objectives

The objectives of this 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.

The initial plan will be reviewed by using the following template: All Wales Special Guardianship Review of Support Services Plan.

How to use this template:

This template will be used for the first special guardianship support services plan ('support plan') following an assessment of need for special guardianship support services. This assessment could take place before a special guardianship order is made by the court or at any time thereafter.

This support plan will be completed using all the information known to the local authority about the current and possible future needs for the child, the proposed special guardian(s) and other members of the household, including children, where relevant.

Where information about support needs is set out in the assessment of need for special guardianship support services, or any other relevant assessment, professional judgement should be used to determine the level of detail recorded in sections 1-12. The detail should enable the special guardian(s) and any subsequent reviewing officer to understand the context and rationale for the support provided. Assessment reports include those completed at the time the SGO was sought, or any subsequent assessment of needs for special guardianship support services.

Any specific actions, services or resources to be provided will be detailed in the table included in this template. The full template should be provided to the special guardian(s).

The individual(s) responsible for coordinating and monitoring the delivery of the services in the plan will be specified on the signatory page.

The support services plan will include (as set out in the special guardianship Code of Practice and the Welsh guide for the offer of special guardianship services):

- a. The universal special guardianship services required for the child, special guardian and wider family;
- b. Any targeted or specialist special guardianship support services required;
- c. Consideration of whether elements of the child's existing Part 6 care and support plan require a Part 4 care and support plan. If so, the support identified in that plan.

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

Special guardianship support services plan

Child's details

1. Name of child

2. Date of birth

3. Name of proposed special guardian(s)

4. Local authority where special guardians live if different

5. Name of parent(s)

6. Name of child's social worker

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

8. Allocated team if no allocated support social worker

9. Contact details for special guardian to contact for advice/support from those with expertise of special guardianship arrangements

10. Date on which this plan will be reviewed

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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- ### 1. The child's current and potential future needs and how these are to be met.

These needs should be considered within the context of the UNCRC and, in particular, the right to: good health and development (Articles 24 and 6), family life (Article 10), recover from trauma (Article 39), and to be protected from harm (Article 19).

- 1.1 Health and development needs (Articles 24 & 6). This should include any details of generic and/or specific health needs relating to the child's physical development, and any needs arising from this.

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- 1.2 Education needs (including a consideration of support to be provided to the school in understanding the child's legal status and possible developmental needs).

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- 1.3** Emotional well-being and development needs, including help to recover from any trauma, which may have arisen from pre-birth and post-birth developmental trauma, the possible impact of maternal drug and/or alcohol misuse and domestic violence/abuse (Article 39).

- 1.4** What particular strengths does the child have that can be nurtured and supported within the SGO?

- 1.5** Identity needs/life journey work (arising from the child not living with parents/brothers and sisters) (Article 10) What work has already been done with the child and special guardian, and plan for further work as appropriate.

- 1.6** Are there elements of the child's Part 6 care and support plan that need to be transferred to a Part 4 care and support plan?

- 1.7** Are there any particular needs arising from the child's cultural/linguistic background that were identified in the proceedings and require services?

- 1.8** Have arrangements been made, where appropriate, for the provision of advocacy services to the child under Part 10 SSWB(W)A 2014?

- 1.9** What are the child's views, wishes and feelings on the proposed making of the SGO? How have those views, wishes and feelings been taken into account in the formulation of this plan?

- 1.10** Are there any other issues relevant to this child?

2. The special guardian's current and potential future needs and how these are to be met.

- 2.1** Has the special guardian been given the Welsh Government funded card with the QR code, which provides services, such as health and education, with information on the roles and responsibilities of a special guardian?

- 2.2** A list of the universal special guardianship support services available in your local authority (e.g. newsletters, peer support groups, training events) should be made available to the special guardian and evidence provided that the benefits of accessing these support services have been discussed with them.

Support available

Has all of the above support been discussed with the special guardian?

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3. The prospective special guardian's current and anticipated needs will have been identified in the assessments undertaken during the court proceedings, as well as in discussions with the prospective special guardian(s) themselves.

- 3.1** Does the special guardian require a Part 3 assessment of need in their own right? Do they have an existing Part 4 care and support plan? If yes, does that need to be reviewed?

- 3.2** Is there any support, in addition to the general services outlined above, needed to help the special guardian understand and meet the child's current and possible future needs? This could include training/workshops/peer support/1:1 discussion with practitioner.

- 3.3** Are there any needs arising from the prospective special guardian's understanding of the possible effects of developmental trauma upon the child? Have they had the opportunity and support to develop a good understanding of the impact of the child's early experiences and possible developmental? Do they understand how caring for a child who has experienced developmental trauma might affect them and their own well-being?

3.4 Does the special guardian need support in negotiating the change in roles within the family, brought about by the making of the SGO?

3.5 Does the special guardian require assistance in helping the extended family and support network to understand the circumstances leading to the making of the SGO?

3.6 Does the special guardian need specific help in talking to the child about their history and the background to the making of the order? What support will be available and how can they access? This could include training/workshops; 1:1 discussion with practitioner.

3.7 Who is to be the named person the special guardian is able to contact and meet within the first year of the order?

3.8 What is the plan for face-to-face discussion for the purposes of support in the first year? Identify person/contact details.

4. The current and potential future needs of other members of the family's needs and those of other members of the household, particularly dependent children.

- 4.1** If there are children in the special guardian's household, do they need support in understanding the background of the child and family leading to the making of an SGO or in adjusting to the child becoming a member of the household? Are there any needs arising from this, and how will these be met?

- 4.2** If there are any other family members living in the household, do they need any specific support relating to the child living in the household?

- 4.3** For family members who are not part of the household but who have a supporting role in relation to the special guardian, do they need any specific support relating to the child living in the household?

5. The parents' needs.

Do the parents have any particular needs that should be met in order to support the special guardianship order?

5.1 Any needs arising from keeping in touch/family time/contact arrangements. Detail any supervision/support needs relating to this.

5.2 Any needs relating to the maintenance/development of the family relationship with the special guardian(s).

5.3 Any needs relating to the agreed information to be provided within the family as to why the SGO was necessary.

6. Specific needs arising from proposed keeping in touch/family time/contact arrangements (direct/indirect/remote) with family, including brothers and sisters, parents and any other significant person, and how those needs are to be met.

Detail below what has been offered and/or plans for further support needed. If the Local Authority plans to remain involved to support keeping in touch arrangements, provide details.

6.1 Family meetings/family group conferences to assist with making agreed arrangements.

6.2 Assistance in arranging and amending arrangements.

6.3 Provision of monitoring.

6.4 Provision of venue.

6.5 Help with handovers.

6.6 Help with the use of social media – the child’s independent contact with parents and other family.

6.7 Has the draft life story book has been completed and shared with the special guardian(s). Has the date been set for the availability of the later life letter.

7. Quality time spent apart (respite/short break care).

This has to be arranged in order for it to meet the needs of both special guardian and child.

- 7.1** Has the opportunity for natural and regular breaks for both special guardian and child been discussed? Are there family members or friends who can develop a relationship with the child in order to provide quality time for both special guardian and child? Are the 'legacy carers' (if identified – see below) going to be able to develop a relationship with the child where respite or short break care can evolve naturally within the family?

- 7.2** If there is no possibility of short break care being provided within the family and the special guardian and child will need a natural break from each other, what is the plan for meeting both the special guardian and the child's needs?

8. What are the contingency plans for the child in the event of the special guardian's illness, incapacity or other inability to care for the child.

8.1 Have 'legacy carers' been identified? These will usually be family members who will have been identified, in certain circumstances, to provide long term, ongoing care for the child in the event of the special guardian being unable to do so.

8.2 What information does the local authority have/what level of checks has been undertaken in respect of the individuals identified?

8.3 Is it the special guardian's intention to appoint the identified legacy carers as testamentary guardians? Does the person appointed fully understand this responsibility?

8.4 What are the child's views, wishes and feelings (if appropriate to obtain) on the contingency plan?

9. Where the special guardian lives outside the placing local authority area, the identification of local resources should be completed at an early stage.

9.1 Has the resident local authority been notified of the placement?

9.2 Has the resident authority acknowledged receipt of the notification?

9.3 Does the special guardian know how to access universal children's services in their resident area?

9.4 Are any special guardian support services to be made available by the resident local authority, on behalf of the placing/responsible authority, within the intervening three years?

9.5 If there is to be a Part 4 care and support plan for the child, is the resident local authority aware of the contents?

9.6 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](#)

10. Looking towards adulthood.

10.1 Has the special guardian been made aware of the support available to young people who left care upon the making of an SGO - those who would be accounted for under Category 5 in the Part 6 Code of Practice? If not, how will this information be provided and updated?

10.2 Will the reviewing process take account of the need to plan for adulthood? Detail arrangements that will be considered and anticipated plans to meet these.

11. Special guardianship finances.

11.1 Has funding been made available to enable the special guardian to obtain legal advice (if not a party to the care proceedings)?

11.2 Has the special guardian been provided with clear written guidance on how the local authority calculates its special guardianship allowance, including means testing (if the policy of the LA)?

11.3 Was the special guardian an approved foster carer before the SGO was made?

11.4 Is the special guardian clear on the current offer of financial support and how that will be reviewed? Provide details of offer.

11.5 What are the plans for the review of finances?

11.6 Is there to be any lump sum payment made? If so, what is the payment to cover?

11.7 Have the special guardians been offered help with legal costs in the event of parents applying for increased contact and/or a discharge of the SGO? This offer may be dependent on taking up the offer of mediation first, depending on circumstances.

12. The completion of the plan and final checklist.

12.1 Has the special guardian been involved with the formulation of this plan?

12.2 Has the special guardian had the opportunity to seek legal advice on the support plan?

12.3 Has the special guardian seen and agreed with the final plan?

12.4 Has the child seen the support plan and had it explained to them?

12.5 What are the child's views, wishes and feelings on the plan? Have they been consulted on relevant aspects of the plan? Do they understand (in an age appropriate way) what the plan involves?

12.6 Has the children's guardian been invited to comment on the plan?

12.7 Does the plan provide support over the transition period from foster care to SGO (where relevant)?

12.8 Does the plan cover keeping in touch/family time/contact arrangements for the first year (unless a review is needed earlier)?

12.9 Does the plan cover both current and possible future needs?

12.10 Does the special guardian know who to contact for special guardianship support needs?

12.11 When is the first review (or 'keeping in touch' conversation) to take place?

12.12 Is the special guardianship family living outside of the placing authority?

12.13 If yes, has all the requisite communication been made with the resident authority?

Special guardianship support services plan

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 special guardianship support services plan completed

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2. 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. Child's social worker

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4. Practitioner responsible for completing/monitoring plan

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5. Team manager

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

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Llywodraeth Cymru
Welsh Government