

KEY ELEMENTS OF A SPECIAL GUARDIAN SUPPORT SERVICE

SUMMARY AND AUDIT TOOL

The following is a summary of the key elements of an exempla special guardianship support service together with a tool which can be used to audit these components and develop an action plan to improve services.

	Key Elements of a Special Guardianship Support Service	Not present	Partially Present	Matches Exempla services	Exceeds Exempla Services	NEXT STEP ACTIONS	ALLOCATED PRIORITY 1 – Low 4 - High
1.	An understanding of the need for services						
2.	A mechanism for governance, management and service planning						
3.	Information for, and communication with, carers						
4.	Engagement and consultation with Special Guardians						
5.	Communication with children & young people						
6.	Referral and assessment systems and processes						
7.	Preplacement support to Special Guardians and children						
8.	Support with contact arrangements and managing family relationships						
9.	Financial advice and Support						
10.	Preventive/Early Intervention support for families and children's emotional and psychological well-being						
11.	Specialist support for families and children's emotional and psychological well-being						
12.	Services to support the transition of young people to independence						
13.	Support to access services from other parts of the Local Authority						
14.	Support to accessing services from other agencies						
15.	Commissioning systems and processes						
16.	Workforce development						
17.	Monitoring and evaluation						
18.	Birth parent support						
19.	Budget and resources						
20.	A plan for the future development of services						