

Standard Operating Procedure

Title	PWG - Supervision of Welfare Guardians & Variation of Supervision Requirements	Page	1
SOP Reference No 1	For: Social Workers	Date	April 2026
<p>Reason/background for SOP – to assist operational teams to accurately record AWI activity and statutory supervisory duties, support process and provide information regarding when supervision of private welfare guardianship orders can be varied or in some cases, dispensed with, and the correct procedure to follow, including notification to the Mental Welfare Commission.</p> <p>MWC: Good Practice Guide- Supervising Welfare Guardians, and powers of attorney</p> <p>Steps 1 to 4 follow the same process for recording all Welfare Guardianship Orders on CareFirst. Steps 5 & 6 – relate to the process to vary or dispense with supervisory duties.</p>			

Step	Operating Step
1	<p>CareFirst - Ensure classification for private guardianship is on client's front page/ desktop and a copy of the order is saved in the client's electronic file.</p> <p>NHSH.awiadmin@nhs.scot responsible for recording all new LA orders/ renewals.</p> <p>If a copy of the PWG order is required, this should be obtained from the Private Welfare Guardian(s), in the first instance, or by contacting: NHSH.awiadmin@nhs.scot or Mental Health Officer Service, HSCMHO.managers@highland.gov.uk who are authorised links with the OPG.</p>
2	<p>AWI Review activity: NHSH.awiadmin@nhs.scot will add AWI review activity when new orders are granted. Supervising SW must add appropriate AWI Guardianship review activity thereafter.</p> <p>Activity – Add. 'Class' = Review. 'Type' = AWI Guardianship. 'Assigned' = Allocated Social Worker or assign to team desktop.</p>
3	<p>AWI Supervision Report must be completed on CareFirst for all Welfare Guardianship orders, Private & LAWG.</p> <p>On client desktop, click on 'clipboard', then click on Questionnaire context = Adult, Assessment type = AWI Guardianship Review/ Supervision Form, click on 'history' & (any previous reviews will be shown), then click ADD.</p> <p>A paper copy can be printed from the link below to assist in the completion of the form with the private welfare guardian(s) but the final document must be recorded on</p>

	CareFirst. (If the link does not open, copy & paste into web browser.) CareFirst Supervision Form				
4	Complete the 'AWI Guardianship Review/ Supervision form' on CareFirst, save & then create a new AWI review activity, following Step 2, if another review is required. Then assign to team desktop or allocated worker. If supervision is with more than one private welfare guardian, send a copy of the supervision form to each Guardian. N.B: Record any agreed delegated powers on the Supervision Form.				
5	If varying the supervision requirement or dispensing with the need for Supervision of private welfare guardians, then complete Notice to the MWC , via link below: Notice to MWC re Supervision (If link above does not open, copy & paste into web browser.) Or see appendix 4: MWC: Good Practice Guide- Supervising Welfare Guardians, and powers of attorney <ul style="list-style-type: none"> ➤ Email the completed form to the MWC - ci.mwc.teama@nhs.scot ➤ cc: nhsh.awiadmin@nhs.scot ➤ save a copy in client's electronic file, ➤ send a copy to the welfare guardian(s), along with a copy of Supervision Review form. 				
6	Record details of any variation on CareFirst, including summary of the supervision meeting and reasoning for the change, – Observations, 'Adult – Statutory Contact'				
Author	Date	Approved for Use by	Date	Review Date	Responsibility
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