Starting Point

Children and Families

Permanence Team

**Box 1 Consideration of early permanence**

**at all points of child’s journey:**

* Unborn baby on a CP plan
* Pre Section 20
* Section 20
* PLO
* During care proceedings
* Prior to Placement Order

**Is the likely plan adoption?** “80% rule”

* older children within birth family already adopted
* birth parents where there is lack of evidence of change
* lack of engagement with Key Agencies
* viability assessments to date are negative
* unlikely possibility of rehabilitation to birth family
* consensual adoption (parents’ wish child to be adopted) – please see Tri.X procedures for relinquished children.

**Box 2**

Provisional conversation with Family Finder

to discuss possible FFA placement

Complete Initial FFA referral form

**See Appendix 1**

**Box 4 Child’s social worker role**

**With Birth parents:**

LA has a duty to provide information about FFA placements to birth parents to include:

* as with adoption already, Reg 14 Adoption Agencies Regulations 2005, provide counselling and information for, and ascertain wishes and feelings of, the parent or guardian of the child and others, the legal implications of their child being placed following consideration in accordance with Section 22C((B)(c)
* why there is a need to share information about health, background and family information with FFA carers

Medical consent to be signed by birth parents

Referral by child’s social worker to Birth Family Support Team.

**Completion of reports:**

Child’s social worker to complete FFA Rationale Report / brief CPR.

See **Appendix 2**

**Box 3** Decision by Team Manager in consultation with Guardian, IRO (where appropriate) and also legal about FFA placement being made (or not).

This decision must be case noted by the Team Manager

**Box 4** Child’s SW to activate FFA episode in Child or Young Person Care and Placement Plan

**Box 5** Formal notification and allocation to Family Finder

Up to 3 PARs are sent to child’s social worker and discussion with relevant FFA carers social workers

**Box 6** The child’s social worker receives up to 3 PARs. Read and discussion with Team Manger to be completed within agreed timescale.

Complete Family Finder Feedback form – **Appendix 3**

**Box 7 FFA carers SW role** to read FFA rationale/ brief CPR and discussion with Child’s SW. Contact FFA carers to discuss relevant issues and ability to deal with uncertainty and specific issues relating to the child’s plan i.e. contact arrangements

FFA carers SW refer to Fostering Manager for named Fostering SW to be identified to undertake statutory and practical tasks of fostering role. Please see **Appendix 5**

**Box 8** Identification of match:

* matching meeting to occur
* matching matrix to be completed **Appendix 4**
* discussion of progressing the early permanence placement and agree expectations of FFA carer

**Box 9** FFA carers SW to activate FFA carer episode and Fostering Social Worker to complete relevant fostering episode. See **Appendix 6** for list of financial entitlements.

**Box 10 Decision by Nominated Officer (ADM)**

All relevant information and reports to be sent to Professional Advisor for quality assurance prior to Nominated Officer (ADM) decision.

Reports to include:

PAR (+ addendum if not included in the PAR)

FFA rationale / Brief CPR - why early permanence required

Matching matrix

Adoption Placement Report (Matching Report)

Guardian and IRO’s views (if applicable)

**Box 10** Professional Advisor to inform child’s social worker and FFA carers’ social worker of decision made

**Box 10** Panel Administration Clerks provide written notification to birth parents and FFA carers

and such notification including matching certificate

to be uploaded onto relevant file.

Decision made by

Nominated Officer (Agency Decision Maker)

re FFA (Section 22C (9B)

**Box 11** Placement Planning Meeting to be held prior to placement (not on day of placement)

Placement Planning Meeting form to be completed. Please see **Appendix 8**

Fostering Social Worker to provide FFA carers with placement agreement and a foster carer held file (including case note recording sheets and medical logs). Child’s social worker to provide the FFA carers with medical consent.

The Fostering SW / FFA social worker to complete safer care policy

**Box 12** Midway Review of Introductions,

using template (**Appendix 7 )**

**Box 13** Placement of child with FFA carers

Child’s Social Worker is responsible for completing change of circumstance documentation

FFA carer’s social worker to update file regarding placement date.

Weekly visits by child’s social worker until the statutory review.

Weekly visit / contact by Fostering / FFA Carers social worker until statutory review.

**Box 14** Statutory Review required within 28 days if FFA placement was not part of the care plan at the previous review.

Relevant CIC review paperwork to be completed. See procedures.

Placement Order obtained or consent obtained by

CAFCASS

Confirm Adoption Panel for match to be considered and follow relevant Adoption Procedures

Child’s SW to complete FfA episode in Child or Young Person Care and Placement Plan after ADM decision to approve the adoption match.

**Box 14** Following statutory review, support placement with visiting pattern of a minimum:

6 weekly by child’s social worker

Monthly by fostering and / or FFA carers social worker

**Box 15 Referral to ADM for PFA decision**

Child’s social worker to complete full CPR, genogram, viability grid, viability assessments and adoption medical.

All relevant information and reports to be sent to professional advisor for quality assurance prior to ADM decision.

**Box 16** Placement Order obtained or

Birth parent consent obtained by CAFCASS

**Box 17** Book adoption matching panel and prepare relevant reports and episodes for presentation to adoption matching panel

**Box 19** Child’s SW to complete FFA episode in Child or Young Person Care and Placement Plan after ADM decision to approve the adoption match.

**Box 18** ADM to make decision whether to ratify the match.

**Box 20** FFA Carers’ SW / adoption SW to complete FFA episode after ADM decision to approve the adoption match.

Follow adoption procedures