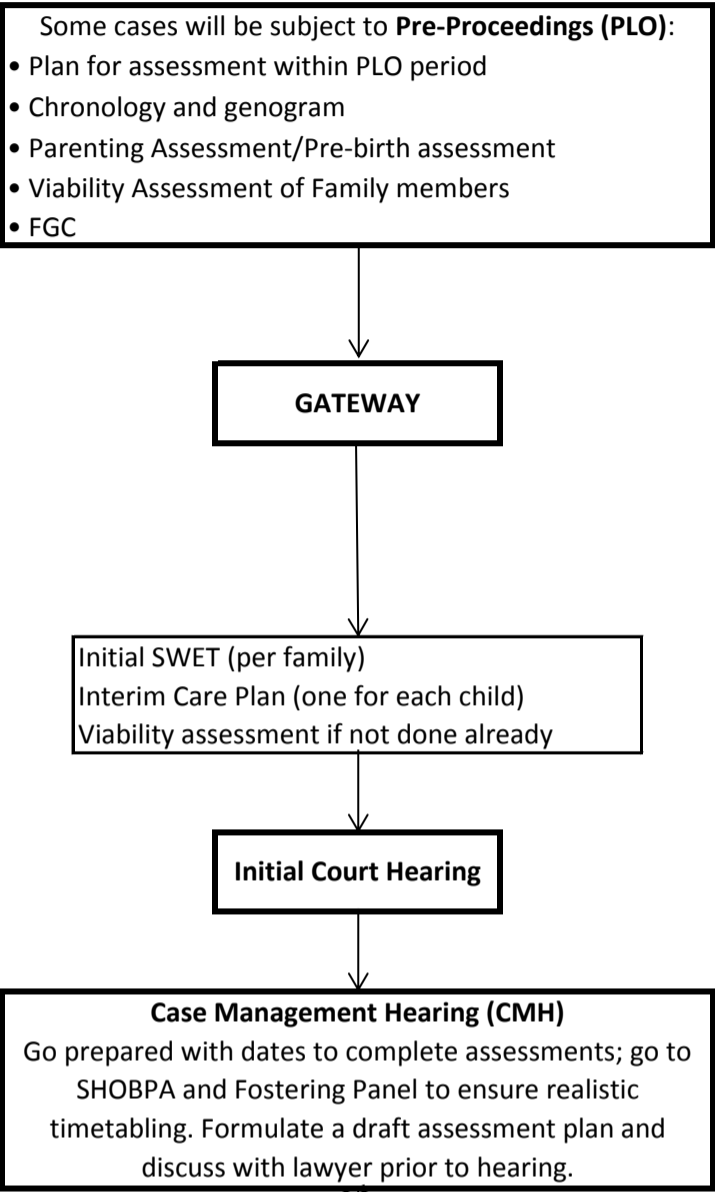


Flowchart for Timetabling & Effective Multi-track Planning in Care Proceedings

EPP planning:
In cases where previous children have been removed contact One Adoption ASAP, even prior to assessment, to highlight potential for adoption with siblings or EPP if needed.
This will allow time to assess siblings adopters for EPP.



Viability assessments:

- When the plan is to place children with family immediately under Reg 24, do the viability assessment prior to issuing proceedings if we have parents' consent. Head of Service signs off on LCS is needed to place children under Reg 24. Then immediately reassign to TM in F&F Team to give maximum time for the full assessment to be completed.
- For other viabilities, it is preferable to do these before proceedings where possible, but do not delay issuing in order to do this. We can make the application, then do viability assessments while awaiting a Court date, or early in proceedings to reduce delay.
- For positive viabilities give to business support to send for checks immediately and reassign to TM in F&F Team to allocate for full assessment. Do not wait until we have issued/ have a Court date.
- If viability assessment is negative, send copy to applicant with a letter advising them of this and advising them to seek legal advice ASAP if they wish to challenge the recommendation.

Within proceedings we need to be simultaneously planning for different permanency plans – broadly with parent/parents, family members, long term fostering, adoption. Every case is different. The weeks down the left of the chart provide a guide, but **keep focussed on your own Timetable determined by the Court.**

Week no	Parents		Friends and Family		Adoption			
Week 1	Ensure all parents are aware of the proceedings and have been served key papers if not happened already (for example if identity / whereabouts previously unknown)	Undertake Parenting Assessments . Taking into account any recommendations of capacity assessments that have already been completed. <i>The court filing date for Parenting Assessments is sometimes the same as your Final Evidence or 2 weeks before. However you may need to have it done earlier to ensure plenty time to go to SHOBPA, if negative outcome.</i>	Where possible Viability Assessments should have been completed in PLO or, prior to proceedings being issued. Where this not possible, complete ASAP in the process. Due to the time taken for checks and these assessments to be completed, it needs to be started ASAP to prevent delay for children. See section above for what to do in event of positive and negative Viability Assessments.	Full Friends and Family Fostering Assessment to be completed by Friends and Family Team (weeks 1 – 12). <i>If child has been placed and the placement is tested, it is likely SGO is the most appropriate Final Order. Discuss with carer during assessment</i> Complete Financial Assessment, start SGO Report and Support Plan .	Complete Coram BAAF Health forms and parental consent for Adoption Medical and send off forms to Medical Advisor. (Keep a copy) (see separate procedure for Adoption Medicals – K-Drive) Book Adoption Medical – to take place 4 – 6 weeks before ADM	Throughout Assessment process be assessing the child(ren)'s needs including their relationships with parents and, other family members to inform plan of whether Long term fostering/ adoption would best meet needs in event no viable placement in family. SIBLING ASSESSMENT TO BE COMPLETED.	Look at CPR proforma so you know what information is needed and can collect this during your Parenting Assessment sessions. This will ensure better quality information and make your life easier later. Collect good quality life story information during the assessment process.	Book ADM for SHOBPA. The ADM needs to take place before the date for filing Final Care Plans but after the Decision Making CIC Review. See Procedure in Adoption Folder in K-Drive.
Week 2		Any other Expert reports to be filed prior to LA Parenting Assessments.						
Week 3 - 11					Adoption Medical			

