**Adoption: One Page Practice and Process Flowchart**

PRACTICE

PROCESS

**Link to Adopt South West referral form:**

<https://forms.office.com/Pages/ResponsePage.aspx?id=gzehjWjLP0S7S5l_d_1b-_uK7XmxGFlCpjkHt2Vj_2VURTVQODE1RkNXRjRaT1NJMkhENlFGSlBQSS4u>

Ensure that the child is preparing for the plan of adoption through direct work (see Preparation of Child for Adoption on Triex).

Ensure that the child’s social worker has informed birth parent/s of the plan for adoption, sought consent for the disclosure of information on their medical history in relation to the Adoption Medical and that their views are known and recorded in relation to the plan of adoption.

Ensure that the child’s social worker seeks consent for referral to birth parent counselling; if declined, record the discussion on the child’s file.

Obtain two certified copies of the child’s full birth certificate (business support can assist) – this is required at the point of filing the placement application

Ensure documents are sent to inform ADM decision as per box to the right

Child’s social worker to prepare the Child’s Permanence Report

Ensure the information with the Child’s Permanence Report is considered restoratively, and with the lens of a potential adopter (i.e. what makes the child unique? How do current carers manage any difficulties the child might experience?) The more detailed the information you can provide, the better. Consider using a multitude of photographs of the child within each section.

Ensure that the child is subject to an Adoption Medical – this is necessary to be completed and filed prior to the ADM best interest decision

Email [kate.beazley@torbay.gov.uk](mailto:kate.beazley@torbay.gov.uk) and [sarah.tiscombe@torbay.gov.uk](mailto:sarah.tiscombe@torbay.gov.uk) to book an ADM best interest decision; this should be booked in advance of timetabled filing of Final Evidence and within two months from the date when the plan of adoption was ratified at the child’s Cared For Review

Pre-transfer referral to be made to Adopt South West as soon as adoption is considered

Plan sensitively and carefully for the wish you well family time sessions between the child and their parent/s, siblings and any other important people in their life.

Carefully consider post adoptive placement family time, including the arrangements for any possible meeting between adopters and birth parent/s.

Adoption is confirmed as potential permanence plan by date of second Cared For Review

Documents required for the ADM decision:

* CPR
* All parenting, psychological, expert, viability or SGO assessments
* Adoption Medical
* TOGETHER AND APART ASSESSMENT
* Minutes of Cared For Review where adoption was agreed as the plan