Complete and send matching

Complete notification forms to

local authority where child will

Timescale: certificates within 24

hours. Notification within 3 days

certificates to adopters

(Resp: RAA SW)

See Adoption Process Maps 4 and 5

24hrs of the match being ratified Update IRO and Professional

Ensure ADM letters are sent to

Attend introduction planning

meeting and adopters for Social

Worker, Family Finding and Link

parents within 3 days and copies

within 3 days

(Resp: SW)

are placed on LCS