Access to Adoption Records

Business Support	Permanence Social Worker	Permanence Team Manager

Business Support flow:
- Request for access to adoption records received at SPOC
- Referral recorded on LCS: sent to Permanence Team manager
- (Outside of LCS) → Business support gives permission for SW Permanence Team to access locked records on archive system
- Business support informed outside LCS and close access to archive system

Permanence Team Manager flow:
- TM authorises SW access to locked client records. Records access permission on LCS
- PTM allocates to SW
- Team manager informed outside LCS

Permanence Social Worker flow:
- SW arranges Schedule 2 counselling appointments
- Referral to external adoption services
- SW records counselling sessions on LCS
- Intermediary record started if required
- Intermediary record ended
- Close case on LCS when sessions finished

Access to Adoption Records

Process:

Adoption Team Business Support receives request for access to adoption records and records contact and referral on LCS and shares with the Permanence Team Manager for approval. Permanence Team Manager allocates a Social Worker and authorises SW access to locked client records and records access permission on LCS. After the TM authorises SW access to locked client records and records access permission on LCS, Business Support gives permission for SW Permanence Team to access locked records on archive system. Meanwhile, Permanence Social Worker arranges Schedule 2 counselling appointments. Permanence Social Worker records referral to external adoption services and records counselling sessions on LCS. If required, intermediary record is started and completed. Permanence Social Worker supports the external adoption services to access the closed records then closes case on LCS when sessions finished. Permanence Social Worker informs Business support outside LCS and close access to archive system as well as informs Permanence Team manager informed outside LCS.

Roles

Business Support

Adoption Team Business Support team receives request for access to adoption records and records referral on LCS and shares with the Permanence Team Manager for approval.
Business Support gives permission for Permanence Team SW to access locked records on archive system
Business Support informed of the case closed outside LCS and closes access to archive system

Permanence Social Worker

SW arranges Schedule 2 counselling appointments
SW makes Referral to external adoption services
SW records counselling sessions on LCS
SW starts and completes Intermediary record, if required
SW closes case on LCS when sessions finished

Permanence Team Manager

PTM allocates to SW
PTM authorises SW access to locked client records. Records access permission on LCS
PTM informed outside LCS of case closed

Tools:

Request for access to Adoption Records (on LCS)
Referral to external adoption services (on LCS)

Best practice:

Please refer to 'Access to Birth Records and Adoption Case Records' and 'Adoption Case Records' as part of Sandwell's Children's and Families Services Procedures Manual.