



Non-Agency Adoption

Process:
Adoption Team Business Support/Officer receives contact from member of the public wanting to adopt a child. The officer creates a new contact on LCS and sends case to Adoption Team Manager within LCS. Adoption TM allocates the case to Adoption SW on LCS. Prospective Adopter applies for Adoption Order to court and SW records date on LCS. SW completes Rule 29 report (Annex A) on LCS.
SW sends Annex A to Manager for authorisation on LCS. After the Manager has authorised the report on LCS, the SW shares report with prospective adopter and prints court paper work (outside LCS).
Adoption Social Worker attends the Court Directions Hearing where the decision is made whether to proceed with or discontinuethethe adoption process.
If the Court decides adoption is no longer the plan, the SW records in case file on LCS and discusses any further action with the Adoption Manager. Social Worker records the outcome of discussion in case file on LCS and takes further action or closes case on LCS.
If the Directions Hearing decision is to proceed, the case proceeds to Adoption Order Hearing. The Adoption Social Worker records Court Directions Hearing details on LCS, completes the Directions Hearing form and sends to Manager for authorisation on LCS. Following the Directions Hearing, the Adoption Order Hearing takes place.
If the Adoption Order is granted, the Adoption Social Worker adds child to SMBC adoption register outside LCS and either close case on LCS or transfers to relevant team within LCS.
If the Adoption Order is not granted, the Adoption Social Worker closes case on LCS or transfers to relevant team on LCS.

Roles:
Adoption Team Business Admin/Officer
Adoption Team Officer receives contact from the public wanting to adopt a child.
Adoption Team Officer creates a new contact on LCS and sends case to Adoption Team Manager within LCS
Adoption Team Social Worker
When adopter applies for adoption order to court, ASW records date on LCS
ASW completes Rule 29 report (Annex A) on LCS
ASW sends Annex A to Manager for authorisation on LCS
ASW shares report with prospective adopter and prints court paper work (outside LCS)
ASW attends Court Directions Hearing
ASW records Court Directions Hearing details on LCS
ASW completes Directions Hearing form and sends to Manager for authorisation on LCS
If adoption no longer the plan: ASW records in case file on LCS
ASW attends Court Adoption Order Hearing
ASW closes case or transfers to other relevant team on LCS

Adoption Team Manager
ATM allocates the case to SW on LCS.
ATM authorises Annex A on LCS
ATM authorises Directions Hearing Form on LCS

Tools:
Rule 29 report (Annex A) (on LCS)
Directions Hearing Form (on LCS)