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|  | Safeguarding Team | | | |  | Adoption West | |  | | |
|  | Under 11s Children’s Permanence Team | | | |  | Fostering Team | |  | | |
|  | | Independent Reviewing Team | | | | |  | |
| **Week 1** | | Safeguarding SW to submit all documents to Court. | | | | |
| **Week 3** | | CMH – Timetabling through to IRH and Final Hearing.  CPT SW to:   * Book ADM and advise IRO. * Refer for Permanence Medical (incl. completion of BAAF Medical Forms). * Continue completion of CPR (incl. Annex B report for PO Application) * Send carer’s profile from to F/Cs for completion * **CPT SW to attend or input to ongoing CiC reviews.** | | | | | IRO to be informed of CMH date and the outcome & actions from the hearing so they are able to incorporate timescales within minutes and outcomes at the CIC review post hearing | |
| **Week**  **4 -13** | | **Week 4 - 10** – All outstanding Viability Assessments and expert reports to have been completed.  Final Permanence / Care Planning Meeting to agree plan of adoption with CPT TM/DTM.  CIC Review to ratify the decision. | | Following LPM. CPT TM allocates CPT SW as additional; SW to book Family Finding Meeting with Adoption Team. | | | IRO to timetable CIC review to ratify final permanence care plan prior to ADM but only after all assessments have been completed and shared with IRO | | Family Finding Meeting to take place with Family Finding SW |
| **Week 12-13** | | CPT TM to quality assure and sign off CPR  CPT SW to share CPR parents’ sections with parents and add their views to Sections F and G.  If not already done - CPR completed, full pack copied by CPT Team Admin and sent to Agency Adviser and Legal (by Week 12) CPR, CPR checklist, Permanence medical report, Part Ds for siblings, child profile completed by foster carer, Viability assessments, SW/experts’ reports, Re BS balance sheet and Legal advice sheet, genogram and front sheet.  Email CPR to Safeguarding SW and Agency Medical Advisor and Legal Advisor. | |  | | | IRO’s views regarding the final care plan to be available to and shared with the ADM  *N.B The review decision to ratify the care plan of adoption has to be from a review that took place no more than two months prior to the ADM decision)* | | CPR needs to be received by Family Finding SW (within adoption) |
| **Week 14** | | **ADM decision**  CPT SW to advise:   * Birth parents verbally and send ADM letter. * Foster carers and Fostering SW. * Family Finder in Adoption Team. * IRO. | |  | | | IRO to be advised of ADM decision | | Advised ofADM decision. |
| **Week 15** | | CPT SW to file Annex B (PO Application).  CPT SW to read PARs, before considering who to visit, C&F SW and CPT SW to check with Adoption SW that the adopters/childs’ profiles are compatible. CPT SW to advise Adoption SW which adopters they wish to visit. | | | | | IRO to be kept informed as to the progress of Family finding and then matching | | Family Finder refers PARS to CPT SW to read and consider.  Adoption SW to read and share CPR with adopters, but support them to understand that Proceedings have not concluded and manage anxiety re possible Court outcomes. |
| **Week 20 -26** | | **Proceedings Concluded.**  **Care/Placement Orders made.**  **Update legal status on Liquid Logic.**  **Case transferred to Children’s Permanence Team on Liquid Logic.**  **Safeguarding TM to email case transfer checklist to CPT TM.** | **CPT SW becomes Allocated SW.**  Arrange visits to in house adopters if not already taken place.  CPT SW to complete Referral to Racheal Ellis (RE) for Life story Book.  If a possible link has been identified at this early stage, CPT SW to book a provisional matching panel date.  CPT SW to book date for Linking and Risk Assessment Mtg. | | | | IRO to be informed of the outcome of the Care proceedings | | Joint visit to prospective adopters if not already taken place. |