

**ADOPTION PLANNING OVERVIEW**

Purpose: The purpose of this document is to assist Social Workers in thinking about the adoption process and what needs to be done to ensure that this moves smoothly and without delay.

In preparation for proposing a care plan for Adoption

* All BAAF health forms to be completed – Form M (maternity), Form B (neonatal), Forms PH (parental health history). Of note, if the LA shares PR with the parents, we can access/sign Form B and access neonatal information as this is about the child.
* Referral to be made for an Adoption Medical. [Add link to Adoption Medical Referral Form] It is expected that the Social Worker attend this alongside the child and their carer.
* Child Permanency Report (CPR) needs to be completed, QA’d by TM/SM.
* There needs to be a clear plan and action around gathering Life Story Work for the child – is this obvious on the case file (photos, information, etc), have we started to use the new LSW episode?
* SW / TM / SM to have a discussion in relation to post-adoption contact, with a clear plan around how face-to-face (direct) contact is being considered, or the extenuating circumstances around why it is not.
* Have you made a request for an Agency Decision Maker (ADM) meeting to be held in plenty of time before Final Evidence is due for filing?

Prior to the making of the Placement Order *(I.e., final evidence has been filed with the court)*

* SW and Family Finder to ensure that the ‘All About Me’ booklet has been completed by the child’s foster parent.
* SW and Family Finder to gather up to date photos and video of the child.
* Begin family finding with ALS with ALS approved adopters via the use of an anonymous profile.
	+ Read proposed adopter profiles and ask for PARs for those who could be matches.
	+ Come up with preliminary questions for prospective adopters and send to their SSW via Family Finder.
* SW to confirm that all recommendations from the Adoption Medical have been progressed.

After the Placement Order is granted

* Social Worker to begin updating CPR.
* Carry out virtual visits with prospective families. Decide who to follow up with in-person visits.
* Selection Meeting held – Team Manager or Service Manager to be present alongside Social Worker. Meeting chaired by ALS Family Finding Team Manager.
* Social Worker to arrange final birth parent family time and ensure life story work information is gathered (photos, etc).
* Financial assessment to occur if a financial package is being requested.
* Post-adoption contact discussions to be held with SW / SSW / TM / Family Finder / Letterbox Lead. Contact Referral Form and Risk Assessment (if direct) to be completed.
* Permanency Champion Manager / Social Worker / Fostering SSW to ensure support is in place for the foster carer during the transition.
* Family Finder begins drawing up draft plan of introductions.
* Family Finder to book Matching Panel, advise all of paperwork deadline and worker requirements regarding Adoption Placement Report (APR).
* Family Finder to arrange initial meeting between adopters and foster carer(s).
* Referral for Adoption Consultation with the Medical Advisor sent by the Social Worker.
* Social Worker / SSW / Permanency Champion Manager gathers questions of adopters for Medical Advisor consultation.
* Adoption Consultation held with the Medical Advisor – adopters, Social Worker, SSW, and Family Finder to attend. [Add link to Adoption Consultation information form]
* Initial ‘bump into’ scheduled.
* Attend ALS Matching Panel – Social Worker and Team Manager to attend, alongside SSW and Family Finder. Permanency Champion Manager may also attend on a case-by-case basis.
* Social Worker / SSW / Family Finder to arrange birth parent and prospective adopter meeting.

After Matching Panel

* Network meet to confirm plan of introductions, while awaiting ADM agreement by ALS and Wandsworth Deputy Director.
* Adopters to begin purchasing items required for child’s arrival. Wandsworth to support with an (up to) £500 setting up grant that is reimbursed to the family upon receiving receipts.
* Child’s belongings to be slowly handed across during period of introductions.
* Life Story Work photos / information to be gathered around ‘joining forever family’.
* Placement Day – Social Worker to attend move day.
* Social Worker and Foster Carer’s SSW to discuss leaving gift (flowers, etc)
* SW to explore post-adoption counselling via PACUK or referral to ‘Mothers Life Me’ for birth family.

After Placement with Prospective Adopters

* Social Worker to visit the adoptive family home and see the child here once weekly for the first 4 weeks. These visits are not to be shared between the SW and SSW for the adopters.
* Initial CLA review held within 20 working days. Within the review, ongoing frequency of visits to be decided.
* Adoption Order application to be made 10 weeks after move. Wandsworth to support the family via reimbursement of this application fee (£183).
* Receipt of court notification of Adoption Hearing. Social Worker to timetable completion of Annexe A report.
* Adoption Order granted.
* Celebration Hearing scheduled.
* Life Story Book and Later in Life Letter to be provided to the family no later than 10 days after the granting of the Adoption Order. (Good practice would ensure that this was received well in advance of this date)