**ACE Matching Plan**

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| **Panel date for the match** | *(Panel date to be no later than 8 weeks after match identified)*  15th September 2022 |
| **Paperwork to be with the ACE manager for QA** | *(Panel date is at risk if this date is not met)*  26.08.2022 or 30.08.2022 at the latest |

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| **Actions** | **To be completed/attended by** | **Date to be completed by** |
| Meeting between adopters and foster carers (*by video call or face to face*) | *(Child’s SW/Adoption SW)*  Kayleigh to arrange | By end of August |
| Medical advisor discussion to be arranged and take place prior to panel | *(Child’s SW to arrange)*  Caitlin to arrange | By 05.09.22 |
| Nursery/School discussion/visit (*can be part of child appreciation meeting if being held*) | *(Child’s SW to arrange)* | Part of CAM |
| Child appreciation meeting (*by video call*) | *(Child’s SW to arrange, ACE to chair)*  Kayleigh and Caitlin to arrange | 1-5.30pm 12.09.22 |
| Pre panel matching meeting (*where required*) | *(Child’s SW, Adoption SW, Family Finder, Fostering SW)* |  |
| Direct work with the child to explain their plan and what will be happening in the coming weeks | *(Child’s SW and foster carers)*  Kayleigh to visit and support FC’s in narrative | Ongoing |
| Arrange goodbye contacts with birth family, to take place prior to matching panel | *(Child’s SW to arrange)*  Kayleigh to arrange | By start of September |
| Paperwork to be provided to ACE for matching panel:  APR *(jointly written by Child’s SW and Adoption SW)*  Updated CPR  Contact Plan  Updated foster carers report  Nursery/School report  Initial Adoption health report and any subsequent updates *(the most recent report must be dated within previous 6 months to panel, ideally 3 months where child is under 12 months where possible)*  Any specialist assessments (*ie psychological assessment of child or sibling assessment*) | Kayleigh and Caitlin  Kayleigh and Caitlin  Kayleigh and Caitlin  Kayleigh to request  On system  In date  N/A | By 28.08.22  By 28.08.22  By 28.08.22  By 28.08.22  By 28.08.22  By 28.08.22 |
| Adopter family book to be provided and shared with the child in preparation for transitions | *(Adoption SW, adopters, Child’s SW and foster carers)*  *Adoption SW* | By 19.09.22 |
| 2 x copies of the child’s Birth Certificate are made available to the adopters | *(Child’s SW)* | By placement day |
| Copy of the Placement Order is made available to the adopters | *(Child’s SW)* | By placement day |
| Medical consent letter | *(Child’s SW)* | By placement day |
| Covid 19 transitions risk assessment | *(Child’s SW, Adoption SW, Fostering SW, IRO)* | N/A |
| Draft transitions plan, taking into consideration any planned pre meets and/or play dates and any virtual contact sessions including any recorded bedtime stories | *(Adoption SW, Child SW, adopters and foster carers)*  Katrina to draft | By 15.09.22 |