****

**CHILD NAME**

**DOB**

PHOTO

**DRAFT Introductions Timetable – to be discussed and agreed at Placement Planning Meeting on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADM approving Match = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please note, any significant changes of more than 30 minutes to these arrangements need to be discussed with**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, thank you.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Monday****9th July** | **Tuesday****10th July** | **Wednesday****11th July** | **Thursday****12th July – Day 1** | **Friday****13th July – Day 2** | **Saturday****14th July – Day 3** | **Sunday****15th July – Day 4** |
| ADD ANY INFO ABOUT PRE-MEETS TO ADD TO THE PLAN ANY:1. VISITS BY SOCIAL WORKERS /
2. BIRTH PARENT MEETINGS/
3. TIME FOR FOSTER CARERS TO SAY GOODBYE TO THE CHILD
 |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Monday****16th July – Day 5** | **Tuesday****17th July – Day 6** | **Wednesday****18th July – Day 7** | **Thursday****19th July – Day 8** | **Friday****20th July**  | **Saturday****21st July** | **Sunday****22nd July** |
|  |  |  |  |  |  |  |

**After Placement Move:-**

* INSERT NAME to be seen by new health visitor within a few days after placement move.
* INSERT NAME to have a face to face visit with foster carers on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* INSERT NAME to be visited by social workers following placement weekly up to the 1st Adoption Review meeting on the following dates:-

|  |  |  |  |
| --- | --- | --- | --- |
| Week One | Week Two | Week Three | Week Four |

* 1st Adoption Review Meeting = \_TBC\_ to be held at adopters home – Independent Reviewing Officer (IRO) is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. At this meeting the continued frequency of social work visits to be agreed.
* There will be continued regular social work visits to INSERT NAME in her adoptive placement until such time that there is an Adoption Order granted (which can be applied for after 10 weeks of her placement).
* ADOPTION SW will remain allocated to support adopters for a year following the Adoption Order being granted.

|  |
| --- |
| **Contact Details** |
| **Emergency Duty Team for the child** (out of hours service) |  |
| **ACE** (Adoption Central England )  | 0300 369 0556 (Main ACE number during office hours) |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (Foster Carer) | Address : Tel No : Email:  |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (prospective adopters) | Address :Tel No : Email:  |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (child’s social worker) | Address : Tel No / Mobile: Email :  |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (adoption Social Worker) | Address : ACE Main Office, Saltisford Office Park, Ansell Way, Warwick, CV34 4ULTel No: Email :  |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (fostering social worker) | Address: Email: Mobile: |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (Adoption Team manager) | Address : ACE Main Office, Saltisford Office Park, Ansell Way, Warwick, CV34 4ULTel No : Email :  |