

**Designed to assist social workers in progressing adoption plans for looked after children**

**Contact:**

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**Adoption Checklist**

**INTRODUCTION**

This **Adoption Checklist** is designed to assist social workers by listing all the necessary tasks to be completed when progressing an adoption plan for a child.

The Checklist does not replace local authority adoption procedures that should be followed in all cases. However, it does provide a quick reference to all the things you need to do to move the adoption plan forward.

The tasks within each section do not have to be completed sequentially and some tasks will need to be considered at the same time or before others listed on the **Checklist**.

Forms and sample letters are available as linked documents and may need to be adapted to suit specific circumstances.

Line managers should use the **Checklist** in supervision to ensure that key decisions and tasks are completed and recorded. This will ensure compliance with adoption legislation, regulations, the Adoption National Minimum Standards and ACE requirements.

**The completed checklist should be retained on the child’s adoption case record.**

**NATIONAL SCORECARD INDICATORS**

**Indicator**

**A1** Average time between a child entering care and moving in with its adoptive family

**A2** Average time between a local authority receiving court authority to place a child and the local authority deciding on a match to an adoptive family **Timescale**

426 days

121 days

**ACE PRACTICE GUIDANCE AND OTHER LINKED DOCUMENTS**

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| **Practice Guidance:**  [Application to adopt by Foster Carers](https://api.warwickshire.gov.uk/documents/WCCC-1190777991-479.docx)  [Birth Parent and Adopter Meetings](https://api.warwickshire.gov.uk/documents/WCCC-1190777991-539.docx)  [Completing the CPR](https://api.warwickshire.gov.uk/documents/WCCC-1190777991-480.docx)  [Early Permanence Fostering for Adoption](https://api.warwickshire.gov.uk/documents/WCCC-210616518-14.docx)  [Later Life Letters](https://api.warwickshire.gov.uk/documents/WCCC-1190777991-538.docx)  [Name Changes for a Child Placed for Adoption](https://api.warwickshire.gov.uk/documents/WCCC-210616518-15.docx)  [Preparing Children for Adoption](https://api.warwickshire.gov.uk/documents/WCCC-210616518-16.docx)  [Relinquished Babies](https://api.warwickshire.gov.uk/documents/WCCC-1190777991-481.docx)  [Supporting Transitions to an Adoptive Family](https://api.warwickshire.gov.uk/documents/WCCC-1190777991-482.docx)  [Roles and Responsibilities](https://api.warwickshire.gov.uk/documents/WCCC-1190777991-440) *[right click, copy hyperlink, paste into new browser window]* | [Contact Plan](https://api.warwickshire.gov.uk/documents/WCCC-1190777991-476.docx)  [Contact Assessment Tool](https://api.warwickshire.gov.uk/documents/WCCC-1190777991-425.docx)  [Contact Assessment Grid](https://api.warwickshire.gov.uk/documents/WCCC-1190777991-484.docx)  [Foster Carers Report](https://api.warwickshire.gov.uk/documents/WCCC-1190777991-607.docx)  [Child Appreciation Meeting Leaflet](https://api.warwickshire.gov.uk/documents/WCCC-1190777991-485.docx)  [Children’s Guide to Adoption](https://api.warwickshire.gov.uk/documents/WCCC-210616518-113) *[right click, copy hyperlink, paste into new browser window]*  [Family Connexions Information Sheet](https://api.warwickshire.gov.uk/documents/WCCC-1190777991-486.docx)  [Family Connexions Referral Form](https://api.warwickshire.gov.uk/documents/WCCC-1190777991-389.docx)  [Family Finding Process](https://api.warwickshire.gov.uk/documents/WCCC-1190777991-746)  [Fostering for Adoption Referral Form](https://api.warwickshire.gov.uk/documents/WCCC-1190777991-426.docx)  [Post Commencement Agreement for Birth Parents](https://api.warwickshire.gov.uk/documents/WCCC-210616518-83.docx)  [Post Commencement Agreement for Foster Carers](https://api.warwickshire.gov.uk/documents/WCCC-210616518-84.docx)  [Regulation 22C Form](https://api.warwickshire.gov.uk/documents/WCCC-1190777991-430.doc) |

**THE CHILD**

|  |  |
| --- | --- |
| Name of child: |  |
|  |  |
| Date of birth: |  |
|  |  |
| Social worker for the child: |  |
|  |  |
| Team Manager / Supervisor: |  |

**THE ADOPTION PLAN**

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| Date of child’s recent entry to care: |  | |
|  |  | |
| Date adoption plan agreed by ADM: |  | |
|  |  | |
| Where adoption plan recommended: |  | Pre-birth conference |
|  |  | PLO/Legal planning meeting |
|  |  | Child Protection Case Conference |
|  |  | Child Looked After Statutory Review |
|  |  | Other (please specify): |
|  |  | |
| Date of care order: |  | |
|  |  | |
| Date of placement order (if applicable): |  | |

**ACE AND DDP**

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| The approach adopted by ACE is underpinned by Dyadic Developmental Psychotherapy (DDP). Using practices underpinned by DDP, this recognises that children who are placed for adoption have experienced developmental trauma within their original family, which has long-lasting effects. Children placed for adoption may not have learnt how to feel safe in relationships. Others may fear trusting an adult again. DDP is an approach that helps families develop healthy patterns of relating and communicating so all feel safe and connected and helps children overcome trauma. The services offered to families throughout their adoption journey with ACE draw on a DDP informed approach aimed at helping adoptive parents understand, accept and make sense of the strategies that children have developed to deal with the impact of their trauma. | Early on, we introduce prospective adopters to attachment and developmental trauma and key DDP principles and we model the DDP attitude of PACE. PACE is an acronym (playfulness, acceptance, curiosity and empathy) that conveys the importance of parents having a playful connection with their child, accepting the child’s inner world, being curious about the meaning of underlying behaviour, and empathically connecting with the child’s emotional state. PACE is at the heart of the therapeutic re-parenting we promote.  [Understanding and helping children who have experienced maltreatment by Kim Golding, Paediatrics and Child Health Journal](https://www.paediatricsandchildhealthjournal.co.uk/article/S1751-7222(20)30148-7/fulltext)  [DDP Pyramid of Need and Assessment Grid by Kim Golding](https://api.warwickshire.gov.uk/documents/WCCC-1190777991-432) *[right click, copy hyperlink, paste into new browser window]* |

**GLOSSARY**



AAR Adopters Assessment Report (previously PAR)

ADM Agency Decision Maker

APR Adoption Placement Report

ASF Adoption Support Fund

CPR Child’s Permanence Report

LA Local Authority

LSB Life Story Book

**SECTION 1:** EARLY PERMANENCE  
FOSTERING FOR ADOPTION

ACE Practice Guidance: [Early Permanence Fostering for Adoption](https://api.warwickshire.gov.uk/documents/WCCC-210616518-14.docx)

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| In all cases consideration should be given to whether a child might be suitable for early permanence or fostering for adoption, particularly where the child is unborn and previous children have been placed for adoption or where the child is being relinquished for adoption. | | FFA might also be appropriate should the need arise to move a child, who has a plan for adoption, from their foster placement. This could reduce the number of potential moves for the child. | |
| **Tick** | | | **Advice / Links** | |
|  | Obtain legal advice regarding the proposed early permanence plan. | | This may be through a legal planning meeting or similar. | |
|  | Contact Hub Manager to identify potential placement options. | | [jemmafordham@aceadoption.com](mailto:jemmafordham@aceadoption.com)  [melissarose@aceadoption.com](mailto:melissarose@aceadoption.com)  [hazelhoward@aceadoption.com](mailto:hazelhoward@aceadoption.com) | |
|  | Complete ACE Fostering for Adoption referral form. | | [ACE Fostering for Adoption referral form](https://api.warwickshire.gov.uk/documents/WCCC-1190777991-426.docx)  Send referral form to:  [jemmafordham@aceadoption.com](mailto:jemmafordham@aceadoption.com)  [melissarose@aceadoption.com](mailto:melissarose@aceadoption.com)  [hazelhoward@aceadoption.com](mailto:hazelhoward@aceadoption.com) | |
|  | Obtain adopter profiles from ACE and if timescale allows undertake a visit with the ACE social worker and provide verbal information about the child’s background and circumstances. | | Record decision on child’s adoption case record. | |
|  | Obtain line manager agreement for selected placement. | | [Regulation 22C Form](https://api.warwickshire.gov.uk/documents/WCCC-1190777991-430.doc) | |
|  | Complete Regulation 22C form for the ADM – send to ADM with the AAR and the Adoption Panel minutes relating to the adopters’ approval. | | Record decision on child’s adoption case record and inform ACE social worker. | |

**Note:** Where the baby is relinquished for adoption, consideration should always be given to a fostering for adoption placement. The birth parent/s are required to receive counselling which can be undertaken jointly between ACE and the child’s social worker. An urgent referral also has to be made to CAFCASS and the local authority section 20 procedure for accommodation is to be followed. In these circumstances the birth parent is giving section 20 consent to the placement and should be fully informed that this is a fostering for adoption arrangement and what this means.

**SECTION 1:** EARLY PERMANENCE  
FOSTERING FOR ADOPTION

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| **Tick** | | **Advice / Links** |
|  | Obtain ADM agreement for the temporary approval of the adopters as foster carers and the placement of the child. | Adopters sign LA Foster Care Agreement. |
|  | Place the child on a looked after basis. Adopters sign LA Foster Care Agreement and the child’s social worker notifies their fostering service and IRO service of placement. |  |
|  | Set up payments of fostering allowances. |  |
|  | Arrange health assessment to double up as the adoption medical if required in due course. |  |
|  | Complete statutory visit within first week of placement. |  |
|  | Progress outstanding assessments. |  |
|  | Arrange statutory review withing 28 days to confirm the plan for adoption. |  |

**SECTION 2:** PROGRESSING AND ARRANGING THE ADOPTION DECISION TO BE FOLLOWED WHERE FOSTERING FOR ADOPTION IS NOT THE APPROPRIATE ROUTE

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| **Tick** | | **Advice / Links** |
|  | Seek legal advice regarding the plan. | Give consideration as to whether the court’s permission is required to commence family finding.  Ensure that all extended family/connected other placement options have been considered and assessed. |
|  | Arrange adoption medical obtaining appropriate consents from parent/s to access their medical information. | Make arrangements at the earliest opportunity to avoid delay. |
|  | Through LA adoption tracking arrangements or direct contact with ACE, advise that the child has or is likely to have an adoption plan. | Contact a Hub Manager on 0300 369 0556. |
|  | Convene statutory review to confirm the adoption plan. | A further review may be required to ratify the plan for adoption following the outcome of all assessments being known. |
|  | Start the CPR. | See [guidance on CPRs](https://api.warwickshire.gov.uk/documents/WCCC-1190777991-480.docx).  It is essential that there is clear information about the child’s experiences pre-birth and background factors as this will inform the child’s future placement and support needs.  The child’s views and wishes are to be included where known.  It will become an important document for adopters, providing the narrative to explain their child’s ‘story’. |
|  | Obtain full birth certificate (two certified copies). | One copy is for the adopters to be attached to the adoption application in due course.  See guidance on CPRs. |
|  | Set up the **child’s adoption case record** in accordance with LA arrangements. | A separate record is required for each child in a sibling group. |
|  | Complete an assessment to inform future contact arrangements. | Place assessment on **child’s adoption case record**.  See [Contact Assessment Grid](https://api.warwickshire.gov.uk/documents/WCCC-1190777991-484.docx) and [Contact Assessment Tool](https://api.warwickshire.gov.uk/documents/WCCC-1190777991-425.docx) |

**SECTION 2:** PROGRESSING AND ARRANGING THE ADOPTION DECISION TO BE FOLLOWED WHERE FOSTERING FOR ADOPTION IS NOT THE APPROPRIATE ROUTE

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| **Tick** | | **Advice / Links** |
|  | Plan and start preparation work with the child. | ACE Practice Guidance [Preparing Children for Adoption](https://api.warwickshire.gov.uk/documents/WCCC-210616518-16.docx) |
|  | Obtain the guardian’s views about the proposed adoption plan. | Obtain these in writing and incorporate into the CPR. |
|  | Consider whether any specialist assessments are required to inform matching and future support. | These may be commissioned assessments and costs are met by the LA. |
|  | Discuss the adoption process with birth parents and provide written information. Advise of the independent adoption support service for birth families **(Family Connexions)** and complete referral. Also provide written information about this service. | Information should be provided in written form and acknowledged in writing that it has been received. If birth parents refuse to accept the information, record the reasons on **child’s case file and adoption case record**.  The Family Connexions counselling will cover the adoption process, legal implications, their rights, the importance of health information for the child and their role in the process.  [Family Connexions Information Sheet](https://api.warwickshire.gov.uk/documents/WCCC-1190777991-486.docx)  [Family Connexions Referral Form](https://api.warwickshire.gov.uk/documents/WCCC-1190777991-389.docx) |
|  | Obtain consents from birth parents to their personal information being shared – also consent for their health histories to be disclosed. | [Post Commencement Agreement for Birth Parents](https://api.warwickshire.gov.uk/documents/WCCC-210616518-83.docx) |
|  | Obtain consents from foster carers for their personal information to be disclosed and request that they complete the cares report. | [Post Commencement Agreement for Foster Carers](https://api.warwickshire.gov.uk/documents/WCCC-210616518-84.docx)  [Foster Carers Report](https://api.warwickshire.gov.uk/documents/WCCC-1190777991-607.docx) |
|  | Complete the CPR giving the parents (and siblings) the opportunity to comment – obtain their signatures where possible. | Both the child’s and birth parents’ sections in the CPR should not be left blank. It should be possible to hypothesise what they would want or like to say. Provide details of efforts made to obtain the parents’ views and whether they are engaged with Family Connexions who may be better placed to obtain their views. Also include summaries of any specialist assessments that have been completed. |

**SECTION 2:** PROGRESSING AND ARRANGING THE ADOPTION DECISION TO BE FOLLOWED WHERE FOSTERING FOR ADOPTION IS NOT THE APPROPRIATE ROUTE

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| **Tick** | | **Advice / Links** |
|  | Undertake adoption counselling with the child – complete the **Children’s Guide to Adoption** if appropriate and commence the life story book. | This should cover and record the child’s views and wishes about adoption, the court processes and likely timescale.  [Children’s Guide to Adoption](https://api.warwickshire.gov.uk/documents/WCCC-210616518-113) *[right click, copy hyperlink, paste into new browser window]* |
|  | Obtain a good quality photograph of the child. |  |
|  | Ensure that the foster carers are aware of their role in gathering information and photos etc. for the child’s life story and memory box. | Consider whether the foster carers need to attend Transitions training and their support need during this period. Engage with the fostering social worker. |
|  | Provide the birth parents and child with information about the LA complaints and representation process. |  |
|  | Forward the adoption documentation to the ACE adoption adviser 3 weeks in advance.  ***Note:*** *Where this is not possible due to court timescales etc alternative arrangements are to be confirmed with the ACE adoption adviser on a case by case basis.* | The ACE adoption adviser has been requested to comment on the adoption plan for the local authorities’ ADM (excluding Worcestershire). |
|  | Present adoption plan to the ADM. Line manager must first quality assure and sign the relevant documentation.  ***Note:*** *It is a legal requirement that adoption reports must be completed by a social worker who has at least 3 years’ post qualifying experience in childcare social work including direct experience of adoption work and/or is supervised by a person with this level of experience.* | Required documents include:   * CPR * Statement of Facts (where requested by ADM) * Genogram * Adoption Medical Report * School/nursery report * Carers report * Contact Assessment Tool * Any assessment reports completed as part of pre proceedings or as directed by the court e.g. kinship viability assessments, sibling attachment assessments, parenting assessments and psychological reports. |
|  | Notify the birth parents in writing within 7 days of the ADM decision. |  |
|  | Amend the status on the child’s adoption case record and upload the reasons for the ADM decision. |  |

**SECTION 2:** PROGRESSING AND ARRANGING THE ADOPTION DECISION TO BE FOLLOWED WHERE FOSTERING FOR ADOPTION IS NOT THE APPROPRIATE ROUTE

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| **Tick** | | **Advice / Links** |
|  | Send a copy of the ADM decision sheet and supporting documentation (as listed above) to ACE. | Send to Hub manager or allocated ACE family finder. |
|  | Obtain manager’s agreement for:   * Payment of adoption allowance in principle * Recruitment activity without parental consent – consider a request to court for permission to identify potential adopters prior to the placement order hearing.   Specific interagency and / or other placement costs e.g. adopter mileage/expenses, settling in allowances, vehicle or property adaptations. | Share this information with Hub manager or allocated ACE family finder. |
|  | Commence or continue care proceedings including application for the placement order where required. |  |

**Notes:**

1. Local authority managers are responsible for quality assuring adoption paperwork and for ensuring that any changes requested by their ADM are actioned and updated prior to the matching adoption panel.
2. Where foster carers indicate an interest in adopting the child in their care, follow ACE Practice Guidance on Application to adopt by Foster Carers.
3. Where birth parents cannot be found the social worker should make enquiries about their present address and seek legal advice about the need to place advertisements in the local and national press.
4. The Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 are now implemented. This means that when an adopted person reaches the age of 18 they can request access to information held within their CPR, and information held in electronic/paper files, by relevant agencies about their background prior to their adoption. It is important to obtain the consent for this information to be shared in the future; therefore, birth parents and foster carers need to sign consents giving or withholding their agreement to personal information potentially being shared with the adopted person at a later date.

**SECTION 3:** WORKING WITH THE FAMILY FINDER

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| An ACE family finder will be assigned following the Adoption ADM or granting of a placement order where:   * the child has specific placement requirements, developmental needs or is part of a sibling group * there is a possibility that a wider (interagency) placement search is required | * the social worker requires additional support in progressing the plan. |

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| **Tick** | | **Advice / Links** |
|  | Arrange a meeting with the allocated family finder to agree tasks and responsibilities and to produce the **Family Finding Plan**. | [Family Finding Process](https://api.warwickshire.gov.uk/documents/WCCC-1190777991-746)  Where a wider placement search is necessary the family finder will seek ACE Lead Manager agreement for the child to be featured externally. |
|  | Approve the child’s profile completed by the family finder. |  |
|  | Jointly prepare the matching matrix with the family finder with reference to the ‘pyramid of need’ giving due regard to the impact of trauma on the child’s emotional development. | [DDP Pyramid of Need and Assessment Grid by Kim Golding](https://api.warwickshire.gov.uk/documents/WCCC-1190777991-432) *[right click, copy hyperlink, paste into new browser window]* |
|  | Undertake joint visits to prospective families. |  |
|  | Child’s social worker to convene matching meeting if required. | Family finder to be included. This meeting is chaired by the LA manager. Alternatively decisions can be discussed and recorded within supervision and reference to the matching matrix. |
|  | Agree and arrange with line manager **Child Appreciation Meeting.** | [Child Appreciation Meeting Leaflet](https://api.warwickshire.gov.uk/documents/WCCC-1190777991-485.docx) |

**SECTION 4:** MATCHING PROCESS AND ATTENDING ADOPTION PANEL

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| **Tick** | | **Advice / Links** |
|  | Identify adopters through direct contact with Hub managers or via family finder. Give consideration to whether a matching/linking meeting is required. | Social workers can attend the **ACE Matching and Tracking Meeting** where details of children requiring placement and available adopters are discussed. Family finders will discuss the children in their absence.  An ACE worker may attend a LA led matching meeting where required.  It is a LA decision to select the preferred family. |
|  | Consider profiles issued and respond to ACE within 72 hours. | Record on the child’s case record the adoptive families considered (initials only) and record the reasons for choice of family. |
|  | Obtain adopters’ AAR and visit preferred households with their ACE social worker within 10 working days. | ACE aims to provide a minimum of two adopter profiles and would encourage social workers to visit at least two families where possible. |
|  | Update CPR and obtain Carers Report. | Reports are to be reviewed and updated as a minimum every 6 months for children under 2 years and annually for all other children. Any significant changes in the child’s development or circumstances must be covered in the report. The CPR should always be checked and updated prior to the matching panel. |
|  | Contact the Adoption Panel administrator and provisionally book panel matching date. | [panel@aceadoption.com](mailto:panel@aceadoption.com)  The matching decision should be presented to Panel within 4 months of the placement order being granted or sooner. |
|  | Ensure that the child’s adoption medical is still valid. | No more than 6 months since the previous adoption medical for children under 5 years and annual reports are required for children over 5 years.  For a very young child a more regular update from a health professional is advised. |
|  | Consider and arrange for the prospective adopters to meet or have a telephone consultation with the medical adviser where appropriate. |  |

**SECTION 4:** MATCHING PROCESS AND ATTENDING ADOPTION PANEL

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| **Tick** | | **Advice / Links** |
|  | Complete paperwork for Adoption Panel matching recommendation ensuring that it is quality assured by your line manager.  ***Note:*** *Ensure that that the ADM paperwork is updated as previously advised and that the prospective adopters have had sight of the most recent reports, have met the foster carers and other significant professionals.*  *Refer back to the child’s experiences and consider the likely effects of these now and in the future, explain the rationale for selecting the prospective adopters highlighting their understanding of the child’s needs and their ability to meet these now and in the future.*  *Carefully consider the child’s important relationships and how these will be supported to be maintained.*  *Describe how the child has been prepared for adoption and the transition to a new family.*  *Consider the impact on the child of the transitions and how this will be ameliorated through support and the prospective adopters’ understanding of therapeutic parenting approaches.* | The LA manager needs to agree any short term and/or longer term financial support that should be outlined in the **Adoption Placement Report** for the Adoption Panel.  Required documents are to be jointly prepared with the ACE social worker and include:   * Adoption Placement Report (includes the support plan) * CPR * Child’s adoption health report * Child’s personal education plan * Any specialist reports of the child’s needs * Foster Carers Report * AAR (PAR) * Contact plan * Adoption Panel minutes * Minutes of Life Appreciation meeting (where applicable) |
|  | Obtain the prospective adopters’ comments on the reports and obtain their signatures on the APR. | Prospective adopters can be allowed up to 10 days to review the matching reports. |
|  | Agree position/decision with line manager if there is an indication that the child’s name is to be changed or altered. | ***Note:*** *Any suggestion of name change for the child must be fully evidenced through a risk assessment.* [Name Changes for a Child Placed for Adoption](https://api.warwickshire.gov.uk/documents/WCCC-210616518-15.docx) |
|  | Prepare the child for first meeting with prospective adoptive family. | Where allocated, the ACE family finder can support this task. |

**SECTION 4:** MATCHING PROCESS AND ATTENDING ADOPTION PANEL

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| **Tick** | | **Advice / Links** | |
|  | Confirm with line manager the payment of settling in costs and allowances to prospective adopters and initiate financial assessment process where applicable. |  | |
|  | Continue to work with the birth parents informing them of the proposed placement plan, clarify the plans regarding future contact and whether they wish to be notified in the event of the child’s death or placement disruption. | Obtain written agreements to the proposed contact arrangements forwarding these to the Contact Coordinator for the LA. | |
|  | Finalise the **Adoption Support Plan** and consider whether an early application to the **Adoption Support Fund** (ASF) is appropriate. | Application to the ASF can be made with the assistance of the ACE Spoke (duty worker).  Further information on the ASF can be found at [www.gov.uk/guidance/adoption-support-fund-asf](http://www.gov.uk/guidance/adoption-support-fund-asf) | |
|  | Attend the Adoption Panel for the matching recommendation. | Be clear about roles and responsibilities as the arrangements for the child to move to their adoptive family progress. [Roles and Responsibilities](https://api.warwickshire.gov.uk/documents/WCCC-1190777991-440.docx) *[right click, copy hyperlink, paste into new browser window]* | |
|  | Continue to prepare the child for the adoption placement providing some information about the prospective adopters as appropriate. |  | |
|  | Place on child’s adoption case record the written notification of the Adoption Panel recommendation and agency decision. |  | |
|  | Inform the birth parents in writing that the adoption matching decision has been made. | Check that the birth parents’ address is correct. | |
|  | Inform Family Connexions of the matching decision. | The service will use this as a further opportunity to engage the birth parents. | |
|  | Notify health services that child is now placed for adoption. |  | |
| **Note:** **To submit to the ASF** you need to ensure the following:   * Knowledge of the child’s background * A clear understanding of the therapeutic intervention required for the child * The chosen therapy meets ASF eligibility * The preferred provider is on the ACE provider framework * The provider has submitted a quote using the ACE quote form. | | **Note: Interagency placements** – The family finder will visit prospective families with the child’s social worker. The ACE Lead Manager approves the interagency placement fee and ensures that the LA will meet any additional costs associated with the placement, and quality assures the interagency placement. |

**SECTION 5:** PRIOR TO AND EARLY PLACEMENT STAGES

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| **Tick** | | **Advice / Links** |
|  | Arrange for the prospective adopter to have further meeting with the child’s current carers. | Consider future contact intentions with the current foster carers. |
|  | An application to the **Adoption Support Fund** and therapeutic intervention may be provided following the adoption match, where this is considered necessary. | ACE social workers will support the child’s social worker through the process. Therapeutic providers need to be approved by ACE or OFSTED registered. A Working Agreement, to be completed and signed by the child’s social worker is required, with all parties, and reviews of interventions planned.  Liaison with the ACE finance officer will ensure invoicing is correct.  [aceadoptionfinance@aceadoption.com](mailto:aceadoptionfinance@aceadoption.com) |
|  | Complete the Contact Plan ensuring that it is ready to be discussed and signed by all parties at the Placement Planning Meeting. | [Contact Plan](https://api.warwickshire.gov.uk/documents/WCCC-1190777991-476.docx) |
|  | Hold Placement Planning Meeting chaired by Hub Manager. | Where applicable the Interagency Agreement Form (IA) is to be completed by the appropriate managers outside of the meeting. |
|  | Review of Introductions Meeting takes place prior to placement. | This meeting is chaired by ACE. |
|  | Child’s social worker completes statutory visits and ACE social worker undertakes support visits to the placement. | Usually the social workers will alternate visits during the early weeks of placement, the social workers must copy to each other their records of these visits. |
|  | Social worker to send written notifications of the placement plan and placement date. | To: GP, Education, Health, LA Children’s Services (if out of county placement), child (dependent on age and level of understanding). |
|  | Liaise with health visitor to inform of proposed placement where available. |  |

**SECTION 5:** PRIOR TO AND EARLY PLACEMENT STAGES

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| **Tick** | | **Advice / Links** |
|  | Arrange for adopters and parents/others (and child dependent on age) to sign plan relating to future contact arrangements. | [Contact Plan](https://api.warwickshire.gov.uk/documents/WCCC-1190777991-476.docx) |
|  | Arrange for prospective adopters to meet birth parent/s where appropriate. | [Birth Parent and Adopter Meetings](https://api.warwickshire.gov.uk/documents/WCCC-1190777991-539.docx) |
|  | Child has final contact/s before placement – if not already completed. | Ensure photographs are taken for life story purposes. |
|  | Ensure that the adopters have registered the child with their GP. |  |
|  | Progress adoption allowance payments where applicable. | Ensure that the arrangements for the annual review of allowances are in place. |
|  | Change the status on **child’s adoption case record**. |  |
|  | Ensure completion of the life story book (LSB) as a priority. | To be provided to the adopters by the 2nd Adoption Review. |
|  | Complete report for statutory review to take place within 28 days of placement. |  |
|  | Arrange for looked after health reviews to continue up until the adoption application is lodged with the court. | For children under 5 years every 6 months, and every 12 months where the child is over 5 years. |

**Note:**

National Adoption Minimum Standards – Standard 2. The LSB is given to the child and prospective adopters in stages; at the latest by the 2nd statutory meeting of the child’s placement with the prospective adopters and the completed LSB at the latest within 10 working days of the adoption ceremony.

The social worker who knows the child writes the later life letter. The letter is realistic and sufficiently detailed so that the young adult fully understands their life before adoption, why they could not remain with their birth parents and why they were adopted. The prospective adopters receive the letter within 10 working days of the adoption ceremony.

**SECTION 6:** ADOPTION APPLICATION PROCESS

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| **Tick** | | **Advice / Links** |
|  | Provide the adopters with necessary information for their adoption application. | ACE social worker will support the adopters in completing the adoption application form that will include court case numbers from previous proceedings. |
|  | Notification received about the court hearing once the adopters have submitted their application. |  |
|  | **Annex A Report** completed, signed by manager and forwarded to legal services or filed direct with the court. | Completed jointly with ACE social worker (section C only). |
|  | Attend Birth Parent Hearing. | Social worker for the child must attend this hearing. |
|  | Social worker to complete **Later Life Letter** and provide to the adoptive parents. | To be provided 10 days after the final adoption ceremony.  [Later Life Letters](https://api.warwickshire.gov.uk/documents/WCCC-1190777991-538.docx) |
|  | Update the Adoption Support Plan which will be discussed and shared with the adopters. | All parties to sign.  Consider appropriateness of adoption support services available through ACE. |
|  | Attend final Adoption Hearing. | Child and ACE social workers to attend. |
|  | Notify birth parent/s of the court’s decision. | Unless they have signed a declaration indicating that they do not wish to receive information. |
|  | Amend the status on child’s adoption case record. |  |
|  | Archive the child’s adoption case record and set up a case record in the child’s adopted name. | The contents of the adoption case record are transferred. This is now the child’s adoption case record that is archived and retained by the LA for 100 years. |
|  | Notify all agencies that the adoption order is granted and the child’s adoption name. |  |
|  | Close case. | ACE social worker remains in contact with the family for 12 months post order. |

**SECTION 7:** CHILD’S ADOPTION CASE RECORD

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| It is a regulatory requirement that an adoption case file is opened when a child has a plan for adoption agreed by the ADM. This is a CONFIDENTIAL record. The purpose of the adoption case record is to provide the adopted person with as much information as possible about their social and personal history and the reason for the adoption. An adopted adult may request access to the adoption case record.  This is an additional but different file to the child ‘looked after’ case record that is held in their birth/family name. There must be no link between the two case records and no details about the |  | adoption placement or details of the adopters are to be held on the ‘looked after’ case record. Care should be taken to anonymise confidential or third party information unless written consent has been obtained e.g. from former foster carers.  The adoption case record should be cross referenced with those of birth family and any siblings who have been adopted separately.  When the adoption order is granted the ‘looked after’ case record is closed and the child’s adopted name can be entered against the adoption case record. |

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| **Contents Checklist** | | | |
| Copy of child’s birth certificate. |  | Minutes of the ADM decision for a plan for adoption and reasons. |  |
| Child’s profile including photo of the child. |  | Any application or notices to the court for a Placement Order and a copy of the Placement Order. |  |
| Copy of the Child’s Health Report for Adoption. |  | Record of counselling and preparation for adoption work completed with the child. |  |
| Child’s Permanence Report. |  | Photographs, certificates and other personal mementoes that will be significant to the child. |  |
| Details of significant early history e.g. Statement of Facts. |  | ADM letter to birth parents confirming the adoption plan. |  |
| Any parenting assessment reports and viability assessments of friends and family carers. |  | Adoption Placement Report and Placement Plan including summary of steps taken to find suitable adopters and the reasons a particular match is proposed. |  |
| Copy of Carers Report. |  | Copy of the Adopter Assessment Report. |  |

**SECTION 7:** CHILD’S ADOPTION CASE RECORD

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| Matching panel minutes and recommendation to proceed with the proposed placement with particular adopters. |  | Records of social worker visits post placement up until the adoption order is granted. |  |
| ADM letters for match to birth parents and prospective adopters. |  | Copy of Contact Plan. |  |
| Adoption Support Plan including adopters’ views on support plan. |  | Adoption Review minutes – post placement. |  |
| Copy of undertaking signed by the adoptive parents accepting the placement. |  | Annex A report. |  |
| Signed copy of Parental Responsibility Agreement. |  | Copy of Later Life Letter. |  |
| Placement Planning Meeting minutes and Introductions Plan. |  | Copy of life story book. |  |
| Minutes of the review of the Introductions Plan. |  | Copy of the adoption order. |  |
| For relinquished child:   * Parental consent for placement if child relinquished ACA (S19/20) * Withdrawal of consent if child relinquished (S19 or 20). |  | For Early Permanence – Fostering for Adoption:   * Regulation 22C and 25A reports |  |
| For interagency placement:   * Interagency Agreement Form. |  |  |  |

