**Adoption Placement Report and Support Plan**

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| **Date of Adoption Support Plan** |  |
| **Lead Social Worker for Support Plan Co-Ordination** | *Family Finder* |

**Child’s Key Details**

|  |  |
| --- | --- |
| **Name** |  |
| **Date of Birth** |  |
| **Ethnicity** |  |
| **Religion** |  |
| **Language** |  |
| **Sibling Placement** |  |

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| **Entry to care** |  |
| **Adoption Plan Agreed at Child in Care Review** |  |
| **Adoption Plan Agreed by Agency Decision Maker** |  |
| **Care and Placement Order Granted** |  |
| **Allocation of Family Finder** |  |

**Adopter Key Details**

|  |  |  |
| --- | --- | --- |
| **Name of Adopter(s)** |  |  |
| **Date of Birth** |  |  |
| **Ethnicity** |  |  |
| **Religion** |  |  |
| **Language** |  |  |
| **Other Household Members** | *None* |  |

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| **Address of Adopters** |  | |
| **Local Authority Area** |  | |
| **Contact Number** |  |  |
| **Email** |  |  |

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| **Name of Approving Agency** |  |
| **Address of Approving Agency** |  |
| **Approval Recommended by Panel** |  |
| **Approval Agreed by the Agency Decision Maker** |  |

**Information Received by the Adopters on the Child**

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|  | **Date of Report or Meeting** | **Date Report Shared** |
| **Initial Visit: Discussion of History / Needs** |  |  |
| **Meeting with Foster Carer** |  |  |
| **Meeting with Medical Advisor if applicable** |  |  |
| **Medical Reports** |  |  |
| **CPR’s** |  |  |
| **Other** |  |  |

**Summary of Assessment of Support Needs**

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| --- | --- | --- | --- |
| **Need** | **Current Assessed Level of Need** | **Specific Pre Order Support Needed** | **Specific Post Order Support Likely** |
| **Ethnicity, Culture, Language, Religion** | * Universal | No | No |
| **Attachment, Emotional and Behavioural** | * Universal | No | No |
| **Health and Developmental** | * Universal | No | No |
| **Learning, Play and Educational** | * Universal | No | No |
| **Contact** | * Universal | No | No |
| **Life Story** | * Universal | No | No |
| **Finance** | * Universal | No | No |

**Child’s Experiences in the Birth Family**

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| What is known or understood about what the child has experienced prior to or since birth and the effects upon them? Consider early life experiences, attachment disruption, abuse, neglect, trauma, domestic violence, parental drug and alcohol use, mental health issues and the child’s role and relationships within the family. |
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**Child Care History**

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| What is known about the child’s initial entry to care? How did the child present? How did they respond to the carers and to the routine in the first instance?  Have they had multiple foster short term or respite carers? What is the effect upon them? |
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**Placement and Adoption Support Needs**

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| --- | --- |
| **Ethnicity, Culture, Language, Religion** | |
| **Assessed Level of Need** | **Universal:** Needs can be met by the adoptive parents with advice and guidance sought from family, friends and community resources  **Additional Needs:** Child and their family may require additional professional advice / support to manage needs before or after the Adoption Order  **Complex / Significant:** Child and their family may need specialist services to manage complex issues that are beyond standard interventions |
| **Current Needs and Vulnerabilities and Supportive Responses** |  |
| **Future Needs and Potential Vulnerabilities and Supportive Responses** |  |

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| --- | --- |
| **Attachment, Emotional and Behavioural Needs** | |
| **Assessed Level of Need** | **Universal:** Needs can be met by the adoptive parents with advice and guidance sought from family, friends and community resources  **Additional Needs:** Child and their family may require additional professional advice / support to manage needs before or after the Adoption Order  **Complex / Significant:** Child and their family may need specialist services to manage complex issues that are beyond standard interventions |
| **Current Needs and Vulnerabilities and Supportive Responses** |  |
| **Future Needs and Potential Vulnerabilities and Supportive Responses** |  |

|  |  |
| --- | --- |
| **Health and Developmental Needs** | |
| **Assessed Level of Need** | **Universal:** Needs can be met by the adoptive parents with advice and guidance sought from family, friends and community resources  **Additional Needs:** Child and their family may require additional professional advice / support to manage needs before or after the Adoption Order  **Complex / Significant:** Child and their family may need specialist services to manage complex issues that are beyond standard interventions |
| **Current Needs and Vulnerabilities and Supportive Responses** |  |
| **Future Needs and Potential Vulnerabilities and Supportive Responses** |  |

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| **Learning, Play and Educational Needs** | |
| **Assessed Level of Need** | **Universal:** Needs can be met by the adoptive parents with advice and guidance sought from family, friends and community resources  **Additional Needs:** Child and their family may require additional professional advice / support to manage needs before or after the Adoption Order  **Complex / Significant:** Child and their family may need specialist services to manage complex issues that are beyond standard interventions |
| **Current Needs and Vulnerabilities and Supportive Responses** |  |
| **Future Needs and Potential Vulnerabilities and Supportive Responses** |  |

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| **Family Time / Contact** | |
| **Assessed Level of Need** | **Universal:** Needs can be met by the adoptive parents with advice and guidance sought from family, friends and community resources  **Additional Needs:** Child and their family may require additional professional advice / support to manage needs before or after the Adoption  **Complex / Significant:** Child and their family may need specialist services to manage complex issues that are beyond standard interventions |
| **Current Needs and Vulnerabilities and Supportive Responses** |  |
| **Future Needs and Potential Vulnerabilities and Supportive Responses** | *(name of adopters)* will keep Birmingham Children’s Trust Keeping in Touch / Letterbox Service informed of any changes in their contact information. Adopters will be approached to consider Keeping in Touch / Contact plans with respect to any subsequent siblings who have a Plan of Adoption. |

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| **Life Story** | |
| **Assessed Level of Need** | **Universal:** Needs can be met by the adoptive parents with advice and guidance sought from family, friends and community resources  **Additional Needs:** Child and their family may require additional professional advice / support to manage needs before or after the Adoption  **Complex / Significant:** Child and their family may need specialist services to manage complex issues that are beyond standard interventions |
| **Current Needs and Vulnerabilities and Supportive Responses** |  |
| **Future Needs and Potential Vulnerabilities and Supportive Responses** |  |

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| **Finances** | |
| **Assessed Level of Need** | **Universal:** Needs can be met by the adoptive parents  **Additional Needs:** Child and their family may require additional professional advice / support to manage needs before or after the Adoption  **Complex / Significant:** Child and their family may need specialist services to manage complex issues that are beyond standard interventions |
| **Current Needs and Vulnerabilities and Supportive Responses** | Financial Security:  Settling in Grant:  A Settling in Grant is paid by BCT Adoption Service to the prospective adopters following the child’s transition. A payment will be made of £300 for a single child or £600 for a sibling group of 2 or £1000 for a sibling group of 3on the basis that *a.) the adoptive family earns less than XXXX a year b.) the child has a range of complex care needs c.) the child is part of a sibling group*  Adoption Allowance:  Single Payments:  Transitional Payments:  Junior ISA:  Child Trust Funds have been discontinued and replaced with a Junior ISA. The Share Foundation is responsible for the scheme and receives information from Birmingham Children’s Trust when children become eligible. The Share Foundation and can be contacted at;  The Share Foundation  PO Box 1172  Aylesbury  Buckinghamshire  HP20 9PG  Tel: 01296 310400  E-mail: [info@sharefound.org](mailto:info@sharefound.org)  [https://www.sharefound.org/](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.sharefound.org%2F&data=05%7C01%7CTracy.Rose%40birminghamchildrenstrust.co.uk%7C14602a7424d543d0232808da50751d9d%7C699ace67d2e44bcdb303d2bbe2b9bbf1%7C0%7C0%7C637910761171961014%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=J0ZArmQbrk7ScI%2Bs1T3kJOvOcpN6aQFHXYjRCYv%2FUlc%3D&reserved=0)  Child Care Benefits:  Universal child care benefits are available to the prospective adopters on application. When applying for Child Benefit, the prospective adopters should request from the HMRC a 'higher level of security' citing 'adoptive child and child protection'. For further guidance contact the HMRC on 0300 200 13100 or 0843 504 7175.  Pupil Premium:  Children who were Adopted from Care are eligible for Pupil Premium, referred to as “Post-LAC Pupil Premium”. This money will be paid directly to schools under the same conditions as Free School Meal Pupil Premium and is managed by the school bursar or finance officer.  Legal Fees:  Once there is an agreement to lodge the adoption application, arrangements can be made for BCT Adoption Services to pay / reimburse the application fee. In contested adoption court cases, additional financial support may be negotiated with BCT following further discussion of the likely costs. |
| **Future Needs and Potential Vulnerabilities and Supportive Responses** |  |

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| **Other** | |
| **Any additional Placement Considerations (early permanence, pets, existing children) and supportive responses** |  |

**Wishes and Views / Reasons for Proposing the Match:**

**Child:**

**Prospective Adopters:**

Views on the needs of the child and how you are to meet them:

Views on the proposed contact arrangements:

Views on sharing the child’s life story:

Views on the exercise of parental responsibility:

Outstanding questions / information required prior to panel:

Any other Comments.

**Adopter’s Support Worker:**

(include motivation, strengths and vulnerabilities)

**Child’s Social Worker:**

**Family Finder** :

(include strengths and vulnerabilities)

**Foster Carers**:

**Other Professionals if applicable:**

**Conclusions:**

Professionals have assessed and discussed the child’s placement and support needs and evaluated the adopters’ capacities to meet them. The short and long term needs of the child have been explored with the family and updated information, including the most recent permanency medical and Child Permanence Report, has been provided as necessary.

**Recommendations:**

The match between XXXX and XXXX is recommended to Panel on XX.XX.XX.

**Agreement to Plan:**

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| **Name** | **Relationship and Agency** | **Signature** | **Date** |
|  | Adopter  Agency |  |  |
|  | Adopter  Agency |  |  |
|  | Adoption Support Social Worker  Agency |  |  |
|  | Child’s Social Worker  Birmingham Children’s Trust |  |  |
|  | Family Finding Social Worker  Birmingham Children’s Trust |  |  |
|  | Family Finding Team Manager  Birmingham Children’s Trust |  |  |

**Key Professionals and Agencies – Roles and Responsibilities**

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| **Professional** | **Child’s Social worker** | |
| **Name** |  | |
| **Agency** | Birmingham Children’s Trust. | |
| **Contact Details** |  | Monday to Thursday: 8:45am to 5:15pm Friday: 8:45am to 4:15pm |
| **Emergency Service** | 0121 464 9001 | Monday to Thursday: from 5.15 pm to 8:45am  Friday: from 4:15 to 8:45am the following Monday  Bank Holidays |
| **Email** |  | |
| **Role** | * Primary contact for non-urgent updates on the child’s wellbeing or the outcomes of any appointments for example with the nursery, school, a GP, CAMHS worker etc where the adoption support social worker is unavailable. * Primary contact for emergency situations regarding the welfare of the child, ill health or injury, disclosures and child protection matters. | |
| **Responsibilities** | When the Initial Plan is being drawn up, the Child’s Social Worker works with the Family Finding Social Worker, the Adoption Support Social Worker and the prospective adopters to agree their needs and the needs of the child and any specific support responses. Following the placement of the child, the Family Finding Social Worker ends involvement (usually after the first Child in Care Adoption Review Meeting) and the Child’s Social Worker takes over responsibility for updating the Adoption Support Plan at each review point and in between, if new and significant issues arise, in full consultation with the prospective adopters, the Adoption Support Social Worker and where children have been placed externally, with the Interagency Support Manager located in BCT’s Adoption Service. Once agreements about needs, resources, actions and timescales have been reached, the Child’s Social Worker updated the Adoption Support Plan and re-issues to all relevant parties. | |
| **Timescale** | Work ends with the family once the Adoption Order has been granted | |

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| **Professional** | **Adopter’s Support Social Worker** | |
| **Name** |  | |
| **Agency** |  | |
| **Contact Details** |  | Monday to Thursday: 8:45am to 5:15pm Friday: 8:45am to 4:15pm |
| **Emergency Service** | 0121 464 9001 | Monday to Thursday: from 5.15 pm to 8:45am  Friday: from 4:15 to 8:45am the following Monday  Bank Holidays |
| **Email** |  | |
| **Role** | * **Primary contact for general advice and guidance on family matters; to request access to groups or training on offer; to check plans or meeting details; to review recommendations regarding meeting the child’s emotional, health, developmental, educational, learning or play needs; contact plans and life story work.** * **Primary contact for specific support on therapeutic parenting and making use of theraplay, DDP or other skills learned in training.** * **Primary contact for any non-urgent and urgent matters where the child’s social worker is absent.** | |
| **Responsibilities** | When the Initial Plan is being drawn up, the Adoption Support Social Worker will consult with the prospective adopters to establish their views on the type of parenting tasks they anticipate being a challenge and explore their ideas as to the types of support they can utilise or will need to have available to them if it does not appear to be available. The Adoption Support Social Worker will then collaborate with the Child’s Social Worker and the Family Finding Social Worker to agree the needs of the prospective adoptive family, express any of their views or wishes, and explore specific support responses. Following the placement of the child, the Adoption Support Worker will lead in providing advice and guidance to the prospective adopters, helping them to access resources, supporting them emotionally and assisting them to apply their learning from adoption parenting courses. The Adoption Support Worker will communicate with the Child’s Social Worker about the family’s needs to assist in the review of the support offer and make recommendations when reviewing the Adoption Support Plan at each Child In Care Adoption Review Meeting. | |
| **Timescale** | Work ends with the family once the Adoption Order has been granted and a final Welfare Visit has been undertaken. | |

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| **Professional** | **Family Finding Social Worker** | |
| **Name** |  | |
| **Agency** | Birmingham Children’s Trust. Adoption Service. PO Box 16262. B2 2WX | |
| **Contact Details** |  | Monday to Thursday: 8:45am to 5:15pm Friday: 8:45am to 4:15pm |
| **Email** |  | |
| **Role** | * **Primary contact on matters relating to matching practices for BCT, the Adoption Placement Plan and co-ordination of the transition to include advice or guidance on preparing the child for introductions and managing issues arising through the introductions period.** * **Secondary contact if non urgent or urgent updates on the welfare of the child need to be given prior to the first Post Placement Review where both the Adoption Support Social Worker and the Child’s Social Worker are unavailable.** | |
| **Responsibilities** | The first Adoption Support Plan is drawn up by the Family Finder in collaboration with the Child’s Social Worker, the Adoption Support Worker and any other relent professionals. The content is based on the discussions that took place in the Professionals Matching and Support Meeting following the Initial Visit and any subsequent discussions regarding the adopter’s capacities, strengths and vulnerabilities and the child’s needs. The Family Finding Social Worker shares the Adoption Support Plan with the adopters and agreement is reached by all parties regarding the initial Adoption Support offer. The Adoption Support Plan is the submitted to panel and once the match progresses; the Family Finding Social Worker will send a copy to the Independent Reviewing Officer (IRO) in time for the first post placement Child in Care Adoption Review. The Family Finding Social Worker will attend the first Child in Care Adoption Review to finalise tasks after which their involvement ends. However, if the child has been placed externally, and it is necessary for the prospective adopters or their agency to make contact with someone from BCT’s adoption service, contact can be made with the Interagency Support Manager. | |
| **Timescale** | Work ends with the family once the first Child in Care Adoption Review has taken place. | |

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| **Professional** | **Independent Reviewing Officer** | |
| **Name** |  | |
| **Agency** |  | |
| **Contact Details** |  | Monday to Thursday: 8:45am to 5:15pm Friday: 8:45am to 4:15pm |
| **Email** |  | |
| **Roles** | * **Secondary contact available to support the monitoring of the child’s overall Care Plan; to review the Adoption Support Plan specifically and to chair Child in Care Review Meetings** | |
| **Responsibilities** | At each Child in Care Adoption Review Meeting the IRO will consider the content of the Adoption Support Plan and its relevance following the child’s transition in to the adoptive family. The IRO will comment on whether the Adoption Support Plan is sufficient and make any recommendations about the actions needed to update the Adoption Support Plan, with timescales, in the Child in Care Adoption Review Meeting Minutes. The IRO will not endorse any special adoption support resources unless these have been assessed and agreed by all parties to be in the family’s interests. The prospective adopters are able to contact the IRO should they have any significant issues that they believe are not being addressed sufficiently by BCT. The IRO ends work with the family once the Adoption Order has been granted. | |
| **Timescales** | 1st review meeting within 28 days of placement; 2nd 3 months later, then every 6 months until the Adoption Order is granted. | |

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| **Professional** | **Interagency Pre Order Support Lead** | |
| **Name** | Interagency Pre Order Support Practitioner | |
| **Agency** | Birmingham Children’s Trust. Adoption Service. PO Box 16262. B2 2WX | |
| **Contact Details** | 0121 303 1010 | Monday to Thursday: 8:45am to 5:15pm Friday: 8:45am to 4:15pm |
| **Email** | Pre-orderinteragencyASF@birminghamchildrenstrust.co.uk | |
| **Role** | * **Primary Contact in cases where Post Placement therapeutic support have been agreed and BCT is considering or progressing an application to the Adoption Support Fund.** * **Primary contact for professionals seeking advice and guidance on adoption support matters; to oversee any updated Assessments of Need and progress applications to the Adoption Support Fund** | |
| **Responsibilities** | The Interagency Support Manager (ISM) is available to assist the team around the child in any pre Adoption Order case where the child is placed with prospective adopters approved by another Local Authority, Regional Adoption Agency or Voluntary Adoption Agency. Support is given to explore the issues that might arise following the transition; to review the initial Adoption Support Plan and to discuss the support options available, including a possible referral to the Adoption Support Fund. The Child’s Social and or the Adoption Support Worker can request the assistance of the ISM to progress support matters though in all cases the Child’s Social Worker remains responsible for finalising the decisions made through consultation and updating the Adoption Support Plan, which is shared with all parties. | |
| **Timescale** | Work commences at any stage post placement on request and ends once issues presenting have been resolved the Adoption Order is granted | |

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| **Professional** | **Post Adoption Order Support** | |
| **Name** | Post Adoption Team | |
| **Agency** | Birmingham Children’s Trust | |
| **Contact Details** | Birmingham Children’s Trust. Post Adoption Service. PO Box 16262. B2 2WX | Monday to Thursday: 8:45am to 5:15pm Friday: 8:45am to 4:15pm |
| **Email** | [DutyPostAdoptionSupport@birminghamchildrenstrust.co.uk](mailto:DutyPostAdoptionSupport@birminghamchildrenstrust.co.uk) | |
| **Role** | * **Primary contact after the Adoption Order has been granted for support with any new Assessment of Support Needs under the Adoption Support Services (Local Authority England) Regulations 2005; applications to the Adoption Support Fund; signposting; support with Letterbox Contact Arrangements and any review of existing Financial Arrangements. Conditions apply – see timescales below.** | |
| **Responsibilities** | Once the Adoption Order has been granted, support is still available to all adopters in need. A Post Adoption Support Social Worker can provide a listening ear; give advice or guidance on adoptive parenting; assist with seeking and accessing local support; identify internal support groups or activities for children; undertake a full updated assessment of need. How support is accessed from a Post Adoption Support Social Worker depends on when the Adoption Order was granted, where the adoptive family lives and which agency approved them. | |
| **Timescales** | If BCT Adopters: A BCT approved adoptive family can request an assessment for emotional and or practical support from BCT’s Post Adoption Support Team for the first 3 years after the Adoption Order has been granted and if they still reside in Birmingham after 3 years, at any point thereafter. If the BCT approved adoptive family has moved out of Birmingham after the making of the Adoption Order, support from BCT Post Adoption Service can be requested for the first 3 years after the making of the Adoption Order only. After 3 years, the adoptive family should approach the Post Adoption Service in the Local Authority in which they reside for all support issues except for existing agreed financial arrangements, which will continue to be paid by and reviewed by BCT.  If External Adopters: Adoptive families not approved by BCT can request an assessment for emotional and or practical support from BCT’s Post Adoption Support Team for the first 3 years after the Adoption Order has been granted. After 3 years, the adoptive family should approach the Post Adoption Service in the Local Authority in which they reside for all support issues except for existing agreed financial arrangements, which will continue to be paid by and reviewed by BCT. | |