

Adoption Process – Primary Care

1. Prospective adopters' registration of interest accepted by Children's Social Care Adoption Team

2. Stage 1 commences

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| 3. Letter from Adoption Team sent to prospective adopters' GP to inform | 4. GP codes the records for both adults and any children living at home. Pt alert/flag also added. Use code *Request to adopt a child | 5. GP shares any immediate safeguarding concerns with the Adoption Team |
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Stage 1 – Adoption Medical

(Timescale for completion 2 Months)

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| Prospective adopters complete functional questionnaire and AH1. Forms are taken and given to the GP Practice and an appointment for the completion of the adult health form (AH1) is made | Prior to and in preparation for the face-to-face appointment with the prospective adopters; The GP must consider, review, and confirm the information provided by the prospective adopters on the functional questionnaire and AH1.

Any emerging concerns should be discussed with the adoption team | Prospective adopters attend for face-to-face appointment to complete AH1 medical. Copies are made and originals returned to Local Authority and the Adoption Medical Advisor |
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Stage 1 – Decision made by Adoption Team

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| Letter sent to GP to advise of outcome. All codes removed if not progressing. | If progressing, then GP continues to share any new information as appropriate with the adoption team. |
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Stage 2

Detailed assessment undertaken by the Local Authority- recommendation by adoption panel and decision by agency decision maker approve/not approved.

(Timescale for completion 4 months)

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| Letter sent to the GP advising of outcome- if not approved codes removed from all the records. | If approved will progress to matching. GP continues to share any new information as appropriate with the adoption team. |
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Approved adopter waiting

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| Matching stage varies, so the adoption team will review the suitability of adopters who are waiting for a match every 12 months. Medical review is only required every 24 months unless the team are made aware of any changes | Adoption team will request review health assessment AH2 every 24 months for adopters who are approved and without a match. GP practice continues to be responsible for informing the adoption team of any changes to health. |
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Please ensure you apply the code **"Request to adopt a child"** to the records of prospective adopters, their children and any other individuals living in the home

All letters will be emailed to secure practice inbox

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Matching prospective adopters with a child

Once selected for a match and adopters confirmed that they wish to progress with the match, the adopters will be requested to complete a Health Declaration. SW will review the Declaration and if new information is provided then this will prompt an AH 2 to be sent to the GP practice for updated information. The AH2 would then be considered by the Medical Adviser

If health declaration does not identify any new information, then Medical Adviser or GP are not consulted.

A letter is sent to the GP to advise that there is a potential match been identified for the adopters.

GP practice **continues to be** responsible for informing the adoption team of any changes to health.



Prospective adopters and child linked at Panel

Letter sent to the adopter's GP to inform them that a child has been placed with the prospective adopters. This is a separate to the statutory notification sent by the child's SW when child is placed.

At this stage the child is still a Child Looked After. Ensure Child Looked After flag is on the record.



Court application

Legal advice in respect of the Somerset Judgement concluded that the Medical Adviser's comments that are included in the Annex A have to be completed in a 6-month timescale of the application submission for an Order. Consequently, the majority of adopters are going to require updated Medical Advisers comments. To gain this, the Functional Questionnaire has to be completed by the applicants and this is then sent to the GP with an AH2 form. Once received from GP this is then sent to the Medical Adviser along with relevant letter.

GP continues to update on any relevant health changes

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Court application successful	
Letter to GP for prospective adopters to advise child is now adopted	all codes/flags to be removed from the records

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