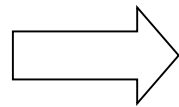


Pre Week One

Identification of children in pre-proceedings to track for possible parallel planning.

NB this is especially important for unborn and very young children where there is a history of social care involvement and previous permanent removal of children. CCSW's from RAS and FS&CP to notify Adoption and Permanence Service Manager of such children as early as possible via email, phonecall or consultation.

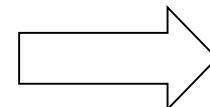
Prior to accommodation request FGC to be progressed. This meeting will identify suitable family members who wish to be considered as possible carers/support



Week 1: Accommodation.

FS&CP will have identified a need for a child to be looked after. Request for accommodation will have been made and if applicable a legal planning meeting held.

Initial hearing – order granted/s20 agreement
At the initial hearing request permission to disclose information to approach prospective adopters (if appropriate e.g. unborn where sibling recently placed for adoption)
IRO service to be advised that child has entered care
Case to transfer to (Court Team/LAC Team as appropriate)

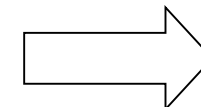


Week 2 to 4: Care Planning

Assessments of parents and/or family members are underway, pre-proceedings assessments complete.

Assessment of sibling relationship to inform placement considerations to be progressed as appropriate

Allocated Social Worker to book provisional dates for Final Permanency Planning Meeting (approx. week 20) (and ADM decision if known that it will be required) and advise adoption business support of provisional date(s).



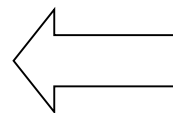
Week 4: 1st LAC review meeting (within 28 days of accommodation)

IRO and CCSW to discuss parallel planning in the 1st LAC review.
BAAF medical forms to be signed by birth parents. CCSW to apply for 3 copies of the (long) birth certificate.
IRO to confirm parallel plan (adoption or LTF. For the purpose of parallel planning the parallel plan cannot be SGO in case assessments are negative as this will cause delay)
CCSW to make a referral to the Adoption and Permanence Service for Parallel Planning within 3 days of the LAC review, if a referral has not already been made.



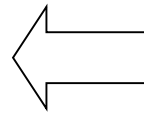
BAAF CPR

CCSW and FFSW to review draft CPR and update/amend as appropriate.
CPR to be finalised and sent to ATM/TM for QA.
Adoption business support need be notified that CPR is complete and ready for FCPM/ADM decision and QA
CCSW and FFSW draft child's needs on matching proposal form



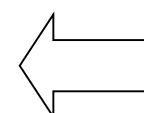
Conclusion of Assessments

CCSW and ATM/TM to review completed assessments
CCSW to forward copies of all completed assessments to FFSW
Assessments to be uploaded to Frameworki and Adoption Business support notified that this has been done.
Any assessments with a health aspect e.g. psychiatric/psychological MUST be forwarded/notified to Adoption business support who will ensure these assessments are made available to the medical advisor.
(PPM/Referral to A&P to be reviewed approx. 12 weeks after initial referral)



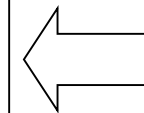
2nd LAC review (within 4 Months)

Care planning to be explored within the review forum
Allocated FFSW to be invited
CCSW to provide an update on assessments being undertaken (including family members and any sibling relationships). Forthcoming court dates to be shared, consideration to be given to requesting permission from the court to share information with prospective adopters/LTF carers to support family finding. Adoption medical to be requested as appropriate via panel administrator
(FFSW follows FF Flowchart)



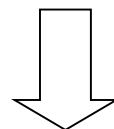
BAAF Child Permanence Report (CPR)

CCSW and FFSW to meet to discuss family history to be contained in the CPR
Draft CPR to be started, to include chronology of parents and key decision making dates relating to the child.
Email to be sent to the child's guardian requesting their views for the CPR, specifying the date you are required to submit.
Assessments continue and are shared with A&P team when complete.
FFSW supports sibling assessment if required.



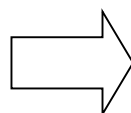
Referral Meeting/1st PPM

Adoption and Permanence manager to chair Initial PPM/referral meeting (within 8-10 days of receipt of referral). CCSW, & possibly ATM from children's team to attend.
CCSW to inform provisional date of FPPM, advise known court dates, list of assessments needed for FPPM/ADM decision drafted and timescale set for information gathering. Chair to upload minutes of meeting to Frameworki. PPM to decide whether Adoption or LTF should be the parallel plan. FFSW to be allocated. Advice re sibling assessment, requesting court to allow information to be shared etc.



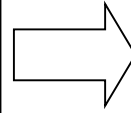
Preparation for FPPM

CCSW and ATM/TM to meet to draft FPPM documents.
This and all other assessments to be circulated 5 working days prior to FPPM to Head of Service, Legal, and adoption business support and Adoption Agency Advisor. If ADM decision is required swiftly, adoption business support must be notified immediately after this meeting. Adoption business support will forward all documents including medical advice to the ADM as soon as it is available.
CCSW to request minute taker for FPPM



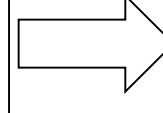
FPPM

Head of Service to chair FPPM ensuring that care plan proposed is re BS compliant
FPPM should be attended by HOS, team manager, CCSW, FFSW, legal advice and adoption advice to be made available. Meeting considers which assessments the Court should be asked to release to identified prospective adopters). (CCSW and FFSW to meet with birth parents following the FPPM to advise the outcome
FPPM minutes to be uploaded within 48 hours of meeting and adoption business support to be



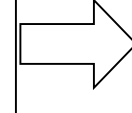
Agency Decision Maker

Final minutes of the FPPM to be made available to adoption business support and ADM within 2 working days of the FPPM (including medical and legal advice if not already received). ADM decision sheet to be drafted by adoption business support and forwarded to ADM to review with the other documents shared at FPPM. ADM to make the formal decision within 5 working days of receipt and record on Frameworki. CCSW to notify birth parents of ADM decision within 24 hours. Adoption business support to forward signed letters to birth parents outlining the decision of the ADM



Final Evidence and Care Plan

Allocated SW to complete final statement and care plan, ensuring Re BS compliance and make any adjustments needed to CPR (which is now also the Placement Order application). This requires submission of an up to date photograph of the child and three copies of their (long) birth certificate. Final evidence approved by team manager and final care plan signed by Head of Service. To be submitted to Court Progression Officer and then to legal 2 days prior to filing date



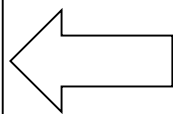
Final Hearing

SW/Team manager to attend final hearing, CCSW to update FFSW and IRO on the outcome of the Final hearing. FFSW convenes first FFM/Professionals meeting to plan FF activity. (see FF flowchart)



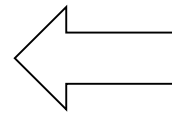
Placement change

Child moves to adoptive household
Frameworki updated to reflect change of placement. 1st adoption review scheduled to take place within 28 days of placement. Adoption reviews monitor the progress of contact arrangements and the completion of the life story book and later life letter.



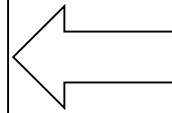
Introductions

To start 3-4 weeks following matching Panel



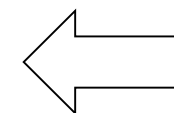
Placement Planning Meeting

Meeting considers the needs of the child and how introductions will best be supported by the foster carer
Schedule for introductions to be confirmed and provisional moving date identified
SW to ensure that the IRO is aware of the proposed dates and introduction time table.



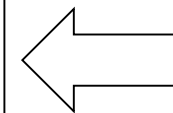
Matching Panel

Between FLM and Matching Panel, identified adopters are supported in meeting with Medical advisor, Foster carers, school etc.
ADM to ratify recommendation of matching panel within 7 working days of receiving final panel minutes or Matching Document in relation to LTF cases



Family Linking Meeting

CCSW and FFSW to prepare documents for family linking meeting. Meeting to be attended by CCSW, FFSW and SW of adoptive household. To be chaired by Team manager. Draft support plan and introduction plan to be discussed and provisional date for matching panel to be booked.



Family Finding

FFSW and SW to seek to identify, discuss and meet with suitable adoptive (or LTF) households. Family finding to be reviewed at regular intervals. This will be arranged by FFSW.