

CHAPTER TWELVE

Consensual Withdrawal of Approved Prospective Adopters

Overview

This procedure details how Adoption Tees Valley (ATV) will implement the process for approved prospective adopters who wish to consensually withdraw from the process as they no longer wish to adopt.

There is no requirement to “de-register” approved prospective adopters in the same way as foster-carers; approved prospective adopters simply need to provide their written confirmation to ATV that they no longer wish to adopt.

Please note if ATV no longer wishes to support an approved prospective adopter/s suitability to adopt but the prospective adopter/s do wish to continue, the procedure for Brief Prospective Adopters Report should be referred to at chapter three of the ATV procedures.

This procedure will cover:

- Legislative framework in respect of the withdrawal of approved prospective adopters.
- The process for progressing with the withdrawal of approved prospective adopters.

Relevant legislation, regulations and statutory guidance

The following legislation provides the framework in which adoption agencies must adhere to when approved prospective adopters no longer wish to adopt:

- **The Adoption Agencies Regulations 2005 (30D).**
- **Statutory Guidance on Adoption: For Local Authorities, Voluntary Adoption Agencies and Adoption Support Agencies (Department for Education; July 2013) - *Chapter 3: Preparing, Assessing and Approving Prospective Adopters, Review of Approval (3.92).***

PROCEDURE

If an approved prospective adopter or adopters advise they no longer wish to adopt and want to withdraw from their adoption journey, the allocated ATV Social Worker must complete the following process:

1. Explore with the approved prospective adopter/s the reasons why they want to withdraw in order to understand the rationale behind this decision, and to

ensure there is no support or advice that can be provided to help the approved prospective adopter/s remain with ATV.

2. If there are no actions that can be taken to support the approved prospective adopter/s to remain with ATV, the ATV Social Worker must ensure the responsible ATV Team Manager is notified of the decision within 3 working days.
3. The ATV Social Worker must request formal confirmation in writing from the approved prospective adopter/s about their decision to withdraw – this can be via a letter or e-mail but a telephone call alone will be insufficient. This should be received within 5 working days of the decision to withdraw being made.
4. Once written confirmation is received from the approved prospective adopter/s, the ATV Social Worker must complete the “Withdrawal of Approved Prospective Adopter” form attached at appendix 1 within 5 working days of receipt of the written confirmation.
5. Once the “Withdrawal of Approved Prospective Adopter” form is completed by the ATV Social Worker, this must be forwarded to the responsible ATV Team Manager for their oversight, comment and signature.
6. Once the Team Manager has completed the above form, this will be forwarded by the ATV Team Manager to the ATV Agency Decision Maker for their oversight, comment and signature.
7. Once this process has been completed, the form must be forwarded to the ATV Social Worker. The Social Worker must close the record, or arrange for it to be closed via Business Support, selecting the option: “Adopter Withdrew.” Once this is selected the completed form must be uploaded to the “Adopter Withdrew” progress item.
8. The Panel Manager & Agency Adviser must be notified following completion of the above process as this withdrawal needs to be communicated to Central List Members for their oversight and information via the quarterly Panel Business Newsletter.

Appendix 1



CONSENSUAL WITHDRAWAL OF APPROVED PROSPECTIVE ADOPTER/S

NAME/S OF PROSPECTIVE ADOPTER/S:

DATE OF APPROVAL BY ADM:

ATV SOCIAL WORKER:

ATV TEAM MANAGER:

DATES OF REVIEWS HELD IF APPLICABLE:

REASON FOR WITHDRAWAL:

DATE DECISION MADE BY PROSPECTIVE ADOPTERS:

**INSERT/ATTACH WRITTEN CONFIRMATION RECEIVED FROM PROSPECTIVE
ADOPTER/S:**

COMMENTS OF ATV SOCIAL WORKER:

SIGNATURE:

ATV Procedures Consensual Withdrawal of Approved Prospective
Adopters March 2024



NAME:

DATE:

COMMENTS OF ATV TEAM MANAGER:

SIGNATURE:

NAME:

DATE:

COMMENTS OF ATV AGENCY DECISION MAKER:

SIGNATURE:

NAME:

DATE:

Actions:

1. Close record and upload form to Charms
2. Notify Panel Manager & Agency Adviser