

Family Finding process practice note

Early Notification Form Received

Case is monitored by the Permanence Champion until the point of the PO being granted

Adoption Process Meeting/Review adoption process meeting

Permanence Champion will arrange for an Adoption Process Meeting. A review meeting to be held prior to ADM for case update.

Adoption medical – required for ADM

Middlesbrough and Redcar medicals to be arranged by Lisa Whitehead.

Darlington, Hartlepool and Stockton to be requested via email to North Tees/Darlington paediatrics.

Internal search completed

Permanence Champion transfer info to FF tracker for discussion at family finding meeting.

PAR shared with child's social worker/fostering supervising social worker for initial feedback on suitability

Feedback to be received from CSW within 5 working days

If no internal links identified, then external family finding agreement to be sent to Service Manager for allocation to a family finder.

ADM granted

CPR, FC report, any other supporting documents and ADM decision and minutes sent to ATV business support within 10 working days of the ADM decision). **If no internal link, child to be placed anonymously on to Linkmaker by PC or ASW.**

Placement Order Not Granted – case closure

Permanence Champion to record on Charms. See Case closure (use change of plan for withdrawn/closure reason)

Case allocation - internal

If internal already link identified, case allocated to ATV adopter's social worker

Placement Order Granted

Case allocation - external

If external family finding is required, case allocated to a family finder.

Family finding activities to be utilised as appropriate:

- Upload profile to Linkmaker within 5 days
- VAA family finding forum (presented by ATV TM)
- ATV and regional adoption activity events
- National exchange/profiling events
- ATV online profiling event
- Anonymous social media campaigning

Link(s) identified

FF to collate responses and check against child(ren)'s matching considerations. Appropriate profiles/PARs to be shared with CSW and feedback requested within 5 working days.

Prospective Adopters visit

FF or Adopter's SW and CSW visit prospective adopters to discuss potential link. CSW to give overview of child's background and current and potential future needs. Evidence required of how adopters can meet these needs.

Matching and Selection meeting held – chaired by TM and attended by FF/ASW, CSW and Fostering SSW. ATV SW to convene and invite.

Meeting will discuss and minute FF journey, strengths and vulnerabilities of a match and identify any specific support required to be included within the adoption support plan.

M&S Outcome - Decision not to proceed with link

Continue family finding.

M&S Outcome - Decision to proceed and progress potential match to panel

Provisional panel date to be agreed and booked with ATV business support by ATV SW. QA dates confirmed. Arrangements for meet before match and if appropriate, additional playdate visits confirmed. Confirm which reports need updating, if any e.g CPR/adoption medical.

Foster carer visit

Prospective adopters visit foster carers to learn about child's routine, progress, likes, dislikes etc. Attended by FF/Adopter's SW and/or CSW. FC to be supported by their SSW.

Any other appropriate visits/meetings

To consider: nursery/school/therapist/respite foster carer/child appreciation day

Prospective adopter appointment with Agency Medical Advisor– this must be offered but is not mandatory. MBC/RCBC arranged by Lisa Whitehead. DBC/HBC/SBC to be requested via email to relevant hospital.

Medical Advisor will follow this up in writing – to be included in the panel bundle.

Meet before match visits/Play date visits

First QA by TM

Full bundle and QA document to be placed in to Teams:

- APR/ASP including adopter's comments
- Child's CPR and any subsequent updates
- Child's Adoption/review health assessments
- Child's ADM and minutes for plan of adoption
- Child's PEP (if applicable)
- Child's birth certificate
- Adopter's PAR
- Adopter's ADM and minutes
- Reg25a ADM for Temporary Approval (where appropriate)
- Foster Carers report
- Name change risk assessment (if appropriate)

Second QA

Amendments made then Panel Manager to complete Second QA and confirm to business support that paperwork can be distributed.

Panel attended

All documentation sent to the relevant LA ADM by ATV business support for the match to be considered.

Adoption Placement Planning meeting held

If external match, an Adoption Placement Planning meeting may be held following panel pending the ADM. For internal matches this will happen later.

Introduction/transition plan to be finalised and distributed. Statutory notifications to be sent by ATV business support.

LA ADM Ratification received

ATV SW/FF to inform the adopters of the outcome

LA SW to inform the child's birth parent(s) of the outcome

Written notification of the match sent to adopters by ATV business support

Introductions – to follow UEA model

ATV SW to maintain regular contact with all parties.

Midway Review of Introductions meeting

ATV SW to arrange.

Child placed

Post placement

- Documents that need to be stored by ATV:
- Adoption reviews
- Signed adoption order application
- Annex A
- Adoption Order
- Life Story Book
- Later Life Letter

All of the above need to be uploaded to the child/adopter Charms record.

KIT Agreements

Adopter's SW to introduce relevant adoption support worker and complete with adopters and birth family.

Adoption Order Granted

To be recorded on Charm Record under Adoption Order Granted Progress Item on child/adopter records.

Placement to be ended on Charms.

Case closed.