

Children's Social Care

Permanence Policy and Procedures

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Complaints Procedures - Should any person be dissatisfied with any aspect of this Policy, or would like to make any comments or representations upon it they should initially contact the Principal Child & Family Social Worker for an informal discussion.

PERMANENCE POLICY

1. Introduction

This document sets out the principles, guidance and procedures relating to permanence planning for children and young people from the beginning of their involvement with children's social care services through to permanence being established. This document as well as the other documents and processes highlighted can be found in Tri-X children social care procedures: <http://calderdalechildcare.proceduresonline.com/chapters/contents.html>

2. The Calderdale Vision

- 2.1. That all children and young people are provided with permanence.
- 2.2. Establishing permanence is understood as the means by which children and young people have a secure, stable and loving 'family' to support them through childhood and beyond, and that this is secured without unnecessary delay.
- 2.3. All staff working with children and young people will understand the importance of permanence and incorporate these principles and values into their work from the outset.
- 2.4. High quality plans are intrinsic to the prevention of drift and delay in order to effect permanence placement as early as possible for children.
- 2.5. Children and young people are, from the earliest stages of involvement with social care, provided with information and supported to make sense of their life story and journey to permanence.

3. Defining Permanence

- 3.1. Permanence is defined as a framework of emotional, physical and legal conditions that gives a child a sense of security, continuity, commitment and identity.
- 3.2. Permanence for children and young people has three particular aspects:
 - a) Legal permanence (ensuring whoever is caring for the child has **Parental Responsibility** or that there is somebody in a position to effectively exercise Parental Responsibility);
 - b) Psychological permanence (when the child feels attached to an adult who provides a stable, loving and secure relationship.);
 - c) Physical or environmental permanence (involves a stable home environment within a familiar neighbourhood and community which meets the child's identity needs).

4. Roles and Responsibilities

- 4.1. The Lead Member; as a member of the Council Executive, has political responsibility for the leadership, strategy and effectiveness of Local Authority children's services. The Lead Member Children's Services (LMCS) is also democratically accountable to local communities and has a key role in defining the local vision and setting political priorities for children's services with the broader political context of the Council. (Ref: Statutory guidance on Roles and Responsibilities of DCS and LMCS).
- 4.2. The Director; has professional responsibility for the leadership, strategy and effectiveness of Local Authority children's services. The Director Children's Services (DCS) is responsible for securing the provision of services which address the needs of all children and young people, including the most disadvantaged and vulnerable, and their families and carers. (Ref: Statutory guidance on Roles and Responsibilities of DCS and LMCS).
- 4.3. Head of Early Intervention and Safeguarding; is responsible for overseeing the implementation of this policy across Children's Social Care and Early Intervention and with relevant partners.
- 4.4. Service Managers – Children Looked After and Localities are responsible for monitoring and ensuring the effectiveness of Permanence planning within the scope of the policy.
- 4.5. Team Managers across Children's Social Care; have responsibility for ensuring high standards of practice and timeliness in the implementation of this policy in practice.
- 4.6. Practice Managers across Children's Social Care; oversee the effectiveness of care planning for individual children taking into account relevant research and current best practice including ensuring timely Permanence planning.
- 4.7. Social Workers; lead on care planning for children, obtaining the views of the child and family members and taking these into account when proactively implementing the Permanence plan.
- 4.8. The child's Independent Reviewing Officer; has a key role in providing independent review, advice and challenge to the plan and advocacy for the child in line with the IRO handbook.

5. Key principles

- 5.1. Wherever possible, care should be provided within the extended family network unless clearly identified as unsafe. Where it is necessary for a child to leave his or her family and become looked after, contact with the family and extended family should be facilitated unless it is deemed harmful.
- 5.2. Where possible, care should be provided locally unless it is clearly identified as against the child's best interests.

- 5.3.** Placement decisions for children and young people looked after should be for as short a period as needed to secure a safe supported return home or, if they cannot return home plans must be made for permanent care with birth family members or within the network of family and friends. Where this is not in the child's best interests, permanent placements outside the family including different legal options such as adoption or long term foster care should be considered depending on the child's needs. This will usually mean running a number of contingency plans alongside each other at any one time.
- 5.4.** Residential group living, in a children's home or supported lodgings placement types, should be provided when a need for this is identified within the **Care Plan** and when substitute family care is not appropriate.
- 5.5.** The professionals involved including the child's foster carer will work in partnership with parents/families to meet the above objectives. The wishes and feelings of the child will be taken into account. The older and more mature the child, the greater the weight should be given to his or her wishes.
- 5.6.** When undertaking permanence planning, all workers have a duty to promote the child's links with his or her racial, cultural and religious heritage by promoting placements wherever possible that allows the child to be brought up within the same racial, cultural and religious environment as his or her birth family.
- 5.7.** Where this is not possible, ensuring a placement is identified which can promote links for the child with his or her race, culture and religion.
- 5.8.** The professionals involved support children and young people to understand their origins and their life journey to date with life story work.

6. Options for Permanence

Permanence can be achieved in the following ways:

- Staying with or returning to birth parent(s)
- Child Arrangement Order
- Placements with Relatives, Friends or other Connected Person
- Special Guardianship Order
- Adoption
- Long Term Fostering
- Long Term Residential Care

6.1. Staying with Birth Parent(s)

- 6.1.1.** The first stage within permanence planning is work with children and young people in need and their families to support them staying together. Staying with birth parents offers the best chance of stability. Research shows that family preservation has a higher success rate than reunification. This of course has to be balanced against the risk of harm to the child.

- 6.1.2.** Permanence planning is based on sound assessments of the child's needs that are focused on our strategic aims and outcomes. The assessment and subsequent Permanence Plan will include consideration of:
- Stability issues;
 - The child's current and future needs;
 - Implications of permanence for the child and their birth family particularly with regard to contact and identity;
 - Current and likely support needs for the child's and the placement.
- 6.1.3.** In all cases, full consultation with all family and community support networks must be considered as a possible method of engaging those who know the child best, or who the child is most attached to, in considering the child's long term needs.
- 6.1.4.** Family Group Conference should be used as early as possible, so that the child (if appropriate), and family members can be involved in the decision-making process and identify potential carers for children within the family.

In all cases, the child's own wishes and feelings must be ascertained where possible and taken into account.

6.2. Placement with Relatives, Friends or other Connected Persons

- 6.2.1.** As part of contingency planning every effort must be made to identify potential placements with relatives, friends or **Connected Persons**. This will be either as part of the plan working towards a return home or - if a return home is clearly not in the child's best interests - as the preferred permanence option. Where relatives and friends are being considered as a possible permanence placement it is important that they have an understanding of the tasks involved in meeting the current and likely long term needs of the child. This includes the exercise of Parental Responsibility. This can be acquired by relatives and friends carers through either a **Child Arrangement Order** or **Special Guardianship**. Any plans for contact will need to support the stability of such placements.
- 6.2.2.** Child Arrangement Order Allowances may be payable if the child was Looked After immediately before the Order was made.
- 6.2.3.** Special Guardians of children and young people who were previously looked after may be supported including financially by the Local Authority if the child is eligible. They will have the right to request an assessment for support services at any time during the application process or after the Order is made. **See Special Guardianship Order Procedures.**

- 6.2.4.** A number of children and young people who are looked after by the Local Authority have been placed with relatives and friends carers on a short-term basis. This may not be the most appropriate permanence placement. Consideration must be given as to whether the permanence needs of children and young people in such placements can be effectively met with the Local Authority holding Parental Responsibility through a Care Order. There is an expectation that where a child is placed with family and friends carers 'permanently' the outcome of any legal process will be that the carer acquires Parental Responsibility. Practice must be in line with **Guidance on Section 20 arrangements**.
- 6.2.5.** If it becomes clear that this placement is not going to meet the child's long term Permanence needs there is a mechanism for the matter to be considered at **the Legal Planning Meeting**.

6.3. Adoption

- 6.3.1.** An Adoption Order transfers Parental Responsibility for the child from the birth parents and others who had Parental Responsibility, including the Local Authority, permanently and solely to the adopter(s).
- 6.3.2.** The child is deemed to be the child of the adopter(s) as if he or she had been born to them. The child's birth certificate is changed to an adoption certificate showing the adopter(s) to be the child's parent(s). A child who is not already a citizen of the UK acquires British citizenship if adopted in the UK by a citizen of the UK.
- 6.3.3.** Adopters may be supported including financially by the Local Authority if the child is eligible. They will have the right to request an assessment for support services at any time after the Order is made. **See Adoption Support Procedures**.
- 6.3.4.** If an existing foster carer makes a request to adopt the child living with them, the Adoption team manager should be contacted immediately to discuss the request in line with **Practice Standards**.

Early Permanence Planning

- 6.3.5.** In cases where a child for whom adoption is thought to be a likely outcome, consideration must be given to making an early permanence placement either with concurrent carers who have dual approval as foster and adoptive carers or with prospective adopters who have been given temporary approval as foster carers (foster to adopt carers). This can be where the child's plan is likely to become adoption, but other options have not yet been ruled out for that child. This decision must be agreed in Legal Planning meeting and endorsed by the Agency Decision Maker

- 6.3.6.** Approved prospective adopters may be given temporary approval as foster carers under 25A of the **Care Planning, Placement and Case Review (England) Regulations 2010**. This temporary foster carer approval process can be carried out at the same time as the adopter approval process.

6.4. Long Term Fostering

- 6.4.1.** This permanence option allows a child to live within a family setting until they have reached adulthood and is ready to assume independence. Long Term Fostering can meet the needs for psychological and environmental permanence. It has proved to be particularly useful for older children and young people who retain strong links to their birth families – see Statutory Guidance for Local Authorities on Permanence, Long Term Foster Placements and Ceasing to Look After a Child <http://www.fosterline.info/permanence-long-term-foster-placements-and-ceasing-to-look-after-a-child/>
- 6.4.2.** **A long term fostering placement match must be formally approved by the Fostering Panel unless the young person is 15 years 6 months with a Pathway Plan. In this case the Agency Decision Maker (ADM) fostering will consider the match. The Pathways social worker will send the matching report and the carers last review to the ADM for consideration, along with the IROS views**
- 6.4.3.** It is expected that consideration will be given at each statutory CLA Review to Permanence being secured via either a **Child Arrangement Order**, a Special Guardianship Order or Adoption. This should be formally reviewed at least annually in line with the Care Planning Regulations. .

6.5. Long Term Residential Care

- 6.5.1.** Long Term residential care, of over 12 months or more, may provide the best permanence option for some older children and young people who either have a preference not to live in a family setting or who have been assessed as having needs best provided in a residential setting.
- 6.5.2.** The Financial arrangements including proposed Staying Put arrangements must be formally approved by the External Resources Review Panel for proposed long term placements with external parties.
- 6.5.3.** A long term external residential placement must be formally approved by the **External Resources Review Panel** for financial agreement, before the plan is ratified

- 6.5.4. Long term matches in internal residential provision will be via the normal care planning process

6.6 Private Fostering Arrangements

For Private Fostering arrangements – please follow the hyperlink:

<http://connect/CYPS/guidance/social/private/Forms/AllItems.aspx>

7. Assessing and Planning for Permanence

The Permanence Policy seeks to provide a set of common processes when planning permanence for children and young people who have differing needs and for whom a range of different placement and legal outcomes are required. All Permanence Planning feeds into the Care Plan.

The following process will apply until a final placement and legal permanence is achieved for a child but may be used at other key points in a child's life.

The process of Permanence Planning will be informed by an up to date Child and Family Single Assessment and other specialist assessments where appropriate at four key points;

- Permanence Planning Meeting
- Legal Planning Meeting
- 2nd Statutory LAC review
- Permanence Tracker Meeting

7.1 Permanence Planning Meeting: The Initial Permanence Planning Meeting will take place within 10 working days of the **Gateway Panel** decision that the threshold for child entering the Public Law Outline has been met. Subsequent Permanence Planning Meetings will take place at least every 6 weeks, following consideration of:

- The assessment of the child's current and future needs;
- Whether such needs can be met on a permanent basis by a return home or through an alternative substitute;
- Where an alternative to a return home is considered:
- The viability of any possible connected carer placements;
- The most appropriate placement type that will meet the child's permanence needs;
- The most appropriate legal outcome to ensure permanence in the proposed placement type
- Whether an appropriate range of contingency plans are in place
- Who will do what and when to achieve the plan without delay
- How parents will be kept informed.

For guidance see “**Identifying the Best Option**” - See Appendix 2

7.1.1. This is a professionals meeting attended by Localities, Fostering and Adoption teams and Legal Services where appropriate so that:

- Timely planning takes place avoiding drift;
- Contingency options are actively being pursued
- Previous actions have been carried out
- Placement planning is realistic;
- Likely placement needs are identified early on so that placement commissioning/finding activity is informed;
- Placement support needs are identified early on.

7.1.2. Typically the meeting will include the case holder, their Practice Manager and the most appropriate representative from Fostering and Adoption given the known needs. Other services with significant input such as the Virtual School should be invited as required. Consideration should be given to the child's emotional needs and whether a representative from Calderdale Therapeutic Services (CTS) should attend. A representative from the council's legal team and CAFCASS should attend the first PPM after the initial court hearing, and be invited thereafter as appropriate. Please see template for Permanence Planning Meeting. (Appendix 3).

7.1.3. Where children are accommodated under Section 20 of the Children Act 1989 consideration will need to be given to how Permanence will be achieved within the existing partnership arrangements and with the current holders of Parental Responsibility in line with the latest Section 20 guidance http://adcs.org.uk/assets/documentation/S20_Practice_Guidance_final_Apr_16.pdf

7.1.4. The Permanence Planning Meeting will produce a Permanence Plan (incorporated into the Care Plan) that is presented to the Child's first or at the latest the second Child Looked After Review. It is an expectation that the Permanence Plan includes one or more contingency plans. , The social worker must ensure that the parents are informed of the reasons why more than one plan is being made to meet the child's needs and prevent unnecessary delay.

The Permanence Plan must be updated, following a Permanence Planning Meeting where clarity is reached around which option is most likely for a child. This needs to be reflected in the Care Plan.

7.2. 2nd Statutory CLA Review

- 7.2.1.** A Permanence Plan should be presented to the child's first Statutory CLA Review. By the time of the second Child Looked After Review, at the latest, a child must have a Permanence Plan (incorporated into the Care Plan), which must be presented for consideration at the review. The review will consider the Permanence Plan as part of the Care Plan and ensure that this can meet the child's needs for permanence within realistic timescales.
- 7.2.2.** If assessments have not been completed in time for the second Review, or another option for the care of the child emerges at a later stage of the planning process, a further Review should be convened by the child's Independent Reviewing Officer (IRO) once the outcome is known, in order that the plan may be ratified as appropriate.

7.3. Tracking Permanence Outcomes

- 7.3.1.** Tracking arrangements are in place for children on the journey to permanence and these are coordinated through the Permanence Tracker Meeting and outlined in detail in Appendix 1.
- 7.3.2.** Disruption of Placements. Where permanent placements break down, a disruption meeting may be held. For adoptive placements see Chapter 5.8 of the Calderdale Children's Social Care Procedures. For all other placements see Placement and Disruption meeting Chapter 4.3.1.

Appendix 1 Updated May 2017

Tracking of Children following the Permanence Improvement Board

Tracking of individual children – for consistency the categories used by the Permanence Improvement Board have been used. The categories have been split into separate Sections A to L.

1. **Arrangements** for tracking children and their permanence plans are overseen at the **monthly** Permanence Tracking Meeting.
2. Children in Sections A-C are considered every 3rd month.
3. Children in Section E are considered for 2 consecutive months followed by A-C.
4. Sections of the tracker
 - A) Children in pre-adoptive placements.
 - B) Children with active family finding plans/Placement Orders.
 - C) Children pre-SHOBPA decision.

Arrangements for other children are as follows:

- D) Children subject to Placement Orders but no adoption plan are tracked at Permanence Planning Meetings.
- E) Children with a long term fostering plan but who have not been matched are tracked by the Fostering Team Manager and are considered at the Permanence Tracker Meeting (PTM) 2 months consecutively (followed by A-C).
- F) Children accommodated under Section 20 will be overseen by the Service Manager for Localities and are tracked at Legal Planning Meetings considered as part of the Gateway Panel.
- G) Children subject to PLO will be tracked by the CMO
- H) Children in External Placements will be tracked by the External Resources Review Panel.
- I) Children under 16 in long term matched foster placements will be tracked on the Children's Assessment and Safeguarding System (CASS).
- J) Children subject to a Care Order where Special Guardianship Order is the plan. This section is subject to a quarterly Report to the PTM by the Children Looked After (CLA) Team Manager.
- K) Children who are Looked After and subject to the risk of Child Sexual Exploitation (CSE). This section is subject to a quarterly Report to the PTM by the CSE Team Manager.

- L) Children who are Placed with Parents will be tracked at Legal Planning Meetings. The lead officer will be TM of the CLA service.

For children in the categories D to J, the lead officer will feed back their analysis and any concerns to the Permanence Tracking Meeting on a **bi-monthly** basis. A summary report providing overall analysis is submitted to the Senior Leadership Team (Performance) Meeting by the Service Manager – Localities.

The Permanence Tracker Meeting will ensure that children are being considered under the appropriate section and transfer if necessary.

2. Arrangements for moving children onto and between sections of the Permanence Tracker

- 2.1 When a decision is first made for a child to become looked after at Gateway Panel, the child is added to the relevant section by the person with lead responsibility for that section, informed by their representative at Gateway.
- 2.2 For children where fostering is the plan will join section E following either a Gateway Panel decision or at the point of a referral being made to the Fostering team for long term family finding.
- 2.3 Children whose circumstances have changed and who need to move sections will be reported to the Permanence Tracker Meeting and either assigned to a new cohort or archived if permanence has been achieved.
- 2.4 Cross referencing exercises will take place to ensure data accuracy.

3 Checkpoints

In order to avoid drift, checkpoints have been introduced as follows:

1. **Exception Reports** Exception reports are produced and presented to a Legal Planning Meeting. They must be produced in the following circumstances:
- a) Children who have been on a Placement Order for more than 40 weeks if adoption is still the plan.
 - b) Adoption placements where the adoption application has not been lodged after 40 weeks.
 - c) Children placed with Parents (PWP) more than 12 months.

2. Gateway Panel will also track children subject to PLO and Section 20 arrangements

4. Other arrangements

- a) A specific permanence review meeting should be arranged **annually** in preparation for the statutory CLA review for long term fostering arrangements and a discussion held with the foster carer and child about the viability of **SGO, Adoption or a Child Arrangement Order**.
- b) Children in **residential** placements of more than **6 months** duration should discuss establishing the placement as a permanent one.

5. Flowcharts

The flowcharts in this document provide advice on the timescales for permanence planning and tracking.

6. An Adoption Planning Task List has been produced to clarify respective roles and responsibilities document to ensure that the child's social worker, the Family Finder, and the Supervising Social Worker for the foster carers are clear about their roles. This can be found in Appendix 6.

Appendix 2

Identifying the Best Option

It is the duty of the local authority to rehabilitate children within the family wherever possible. Where this is not possible, the local authority must try to ensure that permanence is achieved in the child's best interests and in the child and young person's timescales. Drift and delay has a negative impact on the child's outcomes.

Robust multi tracking planning requires that assessments are done at the earliest opportunity and in the majority of cases that will be during the PLO. There will be occasions where children are looked after under S20. The actions in both scenarios will include the following:

- Family Group Conference
- A comprehensive parenting assessment
- Sibling assessments
- Identification of alternative family/connected carers and undertake viability assessments
- Risk assessments where appropriate.

Clearly communicating the Permanence Plan

It is important that a Permanence Plan is communicated clearly and effectively. It informs the care planning process. Any changes or additions to the Permanence Plan should be ratified by the Permanence Planning meeting.

- Communicating a Permanence Plan effectively involves setting it out clearly and concisely as part of the **Care Plan**, in a way that acts as a useful reference to all involved during the Review process;
- Good quality Care Plans set out clear, concise statements about intended outcomes. Although 'a sense of permanence' can in itself be stated as an outcome, it can also be presented as a means to achieving particular developmental outcomes;
- Make timescales clear. These are about "having regard to the child's age and circumstances, achieving a balance between a framework for an action plan to provide a sense of stability for the child and flexibility to allow for adequate changes in the parents or birth families circumstances" (Family Rights Group 1998).

THINGS TO CONSIDER

Consultation

Consultation of all relevant parties, including relevant professionals, carers, parents and the child is an integral part of the permanence planning process and should be clearly evidenced throughout the process.

Hearing the child

The importance of carefully listening to what children and young people want from the placement, helping the relationship between carer and child to develop, making thorough plans around contact with family, providing vigorous support during crisis times and taking a sufficiently flexible attitude to adoption by carers.

Family finding

- The older a child is then the less likely it is that the child will secure a permanent family through adoption;
- The larger the family group of siblings, then the harder it is to secure a single placement that will meet all the needs of all the children.

Contact

- Promoting stability of the placement is the prime aim of permanence planning;
- Contact can play an important part in promoting a child's sense of identity and may in some circumstances promote placement stability;
- Planning for contact should consider:
 - ✓ Impact of contact arrangements on the stability of a placement- this is of particular importance in family placements when the carer holds Parental Responsibility;
 - ✓ Sustainability of contact;
 - ✓ Provision to support parties in contact;
 - ✓ Direct contact may be indicated when the child has a positive and ongoing attachment to a parent or significant other;
 - ✓ Direct contact is more likely to be meaningful and sustained when the child's parent supports the permanence plan and there is an existing relationship between parents and carer;
 - ✓ There may be a need for ongoing agency involvement through a Care Order where contact issues remain challenging or contentious;

Factors associated with *beneficial* contact in permanent placements

Factors for Children	Factors for Adult Birth Relative
Placed in infancy	Never been the child's permanent carer
No pre-placement relationship, or positive or neutral relationship with relative	Accepts and supports the placement, affirms new carers
Absence of major behavioural or mental health problems	Relinquishes parenting role, where they have been the child's permanent carer
Secure attachment to current carers, placement provides a secure base	Relates to the child in a positive, non-abusive way
Healthy psycho-social development	Relatively free of significant personal difficulties
Child freely wants contact, is not afraid	Reliable, punctual
Child has positive memories	Accepts harm caused to child, expresses regret and remorse
Child has not witnessed violence, does not imitate violence	Does not use contact to undermine, threaten or cause conflict with carers

Factors associated with *detrimental* contact in permanent placements

Factors for Children	Factors for Adult Birth Relative
Insecure attachment and/or unstable placement	Does not accept or undermines placement
Major behavioural or mental health problems	Insists on maintaining role as main carer
Rejected, has lived with several birth relatives	Seriously maltreated child in the past (including through domestic violence towards other parent)
Older child with troubled relationship with birth parents	Neglectful, abusive or rejecting during visits
Re-traumatised/overwhelmed by contact	Unreliable, repeatedly late
Child is afraid, feels fearful on return to placement, trust in carers is undermined	Denies causing harm, shows no regret or remorse
Child does not want contact	Exposes child to behaviours that are at odds with the placement (eg drug misuse, criminality)
Child has negative memories of birth family	Significant personal difficulties (eg substance misuse, serious mental health issues)
Child has witnessed violence, imitates violence	

- Indirect contact can provide a means for an exchange of information when the parent does not support the Permanence Plan or where the placement is with a

“stranger”. Such contact needs to be carefully planned for and may need to be supported through an intermediary.

Placement/Contact with Siblings

- It is important to assess the extent and quality of relationships in a sibling group and for this work to be undertaken early in order to inform the Permanence plan for the children. Usually, and especially where there is a pre-existing and meaningful relationship, it will be important to seek to maintain sibling relationships within any Permanence Plan, including those where an alternative family placement is sought;
- The impact on separated siblings of losing vital support, a shared history and continuity affects stability in the placement;
- The importance of identifying strengths and difficulties in sibling relationships in order to make appropriate permanent placement decisions. It is important to ascertain the perceptions and wishes of the child and their family, to assess the shared experience of siblings and the children’s individual permanence needs. This involves thorough consideration of issues of gender, race, disability and identity;
- More successful outcomes occur for children and young people placed together with their siblings. Children and young people should therefore be placed with their siblings unless there are exceptional circumstances, such as dynamics that are likely to significantly undermine either stability of the placement or its ability to meet the needs of one or more child;
- It is important to recognise that children who have suffered severe abuse and neglect may have bonds based on a shared trauma rather than a mutually supportive sibling relationship, and that in the longer term, their individual needs may mean separation allows for emotional recovery.
- Difficulties in finding a suitable placement for a sibling group may lead to drift. The immediate non-availability of a suitable placement should not prevent rigorous home-finding efforts, **within an agreed time frame**, based on balancing the potential for success against the risk of undue delay;
- Placement Planning should include arrangements for contact when siblings cannot be placed together. Planning should consider the child’s need for contact, the ability of the placement to support contact and the impact of contact on the stability of the placement.

Geographical considerations in terms of placement stability/risk

This is important when considering whether current carers can become the child's permanent carer. Is the proximity of birth family members likely to destabilise or support a placement?

KEY POINTS OF DIFFERENT LEGAL OUTCOMES

ADOPTION

- The child severs Legal ties with the birth family
- Adoption certificate is issued in place of birth certificate and is equal in every respect to a birth child of the adopter.
- The child's surname is usually changed to that of the adoptive family, in exceptional cases forenames may be changes.
- The child can sometimes trace birth parents via the adoption register when an adult or earlier with the permission of the adoptive parents.
- Provision of financial support may be considered, if the needs of the child is over and above what could reasonably be expected.

SPECIAL GUARDIANSHIP

Birth parents retain Parental Responsibility but Special Guardian(s) are able to exercise PR at their discretion and can overrule them, although they are still entitled to consultation.

- The child retains their name and relationships and does not automatically receive the benefits, eg, inheritance, of adoption.
- Special Guardian is entitled to services and often finance under a support plan.

SUPERVISION ORDER

- The Local Authority "advise, assist and befriend" the child, has the benefits of reviews and social work involvement and may have conditions attached and/or agreements with parents, breach of which will mean a return to Court.
- Time limited.
- Difficult to enforce.

CHILD ARRANGEMENT ORDER

- Clarifies whom child should reside with, etc. Enforceable by the parties (parents, grandparents, connected carers, etc).
- No direct role for the Local Authority.

Advantages and disadvantages of different legal outcomes

ADOPTION

ADVANTAGES

- Adoptive parents gain PR and the child has legal rights equal to that of a birth child
- Child has permanence within a new adoptive home, hopefully for life.
- Child has security, emotional stability in their 'forever family'
- Child is protected from damaging influences from birth parents/family.
- Child becomes a child of the adoptive family and is treated as such for inheritance purposes.
- Finality and certainty after potentially periods of disruption and disarray within the birth family.
- The outcomes for children in adoption are consistently better across a range of measures including lower rates of disruption than long term fostering.
- CSC involvement ceases (no statutory ongoing responsibility) on the making of an adoption order, family may wish to request adoption support involvement.

DISADVANTAGES

- Possibility of breakdown with consequential emotional harm/loss.
- The basis of adoption under constant challenge on human rights grounds.
- Parental responsibility is extinguished permanently for birth parents.
- The child is denied the advantage of growing up within their birth family, family ties being severed permanently.
- The parents are likely to have restricted contact, often letter box on very few occasions per year. Contact is usually limited to indirect exchange of information or direct with siblings adopted elsewhere

SPECIAL GUARDIANSHIP ORDER

ADVANTAGES

- Special Guardians have enhanced parental responsibility (PR) to enable them to safeguard the child against potentially damaging parental influences.
- The child has permanence within the new family.
- The child may retain contact with the birth parents/family; it may be possible to have direct contact.
- Damaging contact can be limited, assessment of risks of contact can be made and a judgement made to restrict contact with which the parents cannot interfere.
- If the placement breaks down, it may be possible for reunification to the birth family if the parents' circumstances have changed.
- Child may be able to retain, maintain and develop cultural identity.
- Parents retain parental responsibility for the child, albeit that it is superseded by the special guardians who have enhanced PR.
- The order is a lesser order in nature than a care or placement order.
- Child is not classed as a Child Looked After.

DISADVANTAGES

- Parents have reduced PR and contact may not be promoted as they would wish.

- SGO holders may abuse their position, and deny contact/act unfairly towards parents.
- The child is denied the opportunity to grow up with their parents.
- The parents are denied the opportunity to bring up their own children.
- The parents can seek leave to revoke the order.

CHILD ARRANGEMENT ORDER

Child Arrangement Orders were introduced in April 2014 by the Children and Families Act 2014 (which amended section 8 Children Act 1989). They replace what were formerly known as **Contact Orders and Residence Orders**. The Local Authority is not a party as they are private law orders.

ADVANTAGES

- Parents retain parental responsibility.
- Less interventionist than the above orders.
- Allows the child to retain contact with the parents/birth family.
- Child may be able to live with both parents, 'shared care arrangement'.
- Contact can be defined within the Order, which may prevent disputes and allow certainty to child and all parties.

DISADVANTAGES

- One or both parents may not be able to obtain legal aid; this could lead to an unfair advantage by the wealthier parent who can fund the court process.
- A relative, such as a grandparent, may be able to fund the court process, leaving the parent or parents unrepresented and therefore at a disadvantage.
- Child may 'slip through the net' and the Local Authority may be denied the opportunity to intervene in the child's life.

SUPERVISION ORDERS

ADVANTAGES

- The Local Authority remains involved for the duration of the Order, in a supervisory and monitoring capacity.
- The child maintains a link with a social worker and the protection this affords them.
- The child and family will receive support and services.
- The Order is a lesser order than the above orders.
- The Order is time limited, (usually 12 months but can be extended up to three years in total), so they can see the possibility of the Local Authority releasing control and returning to having a normal life without Local Authority intervention.

DISADVANTAGES

- The Local Authority cannot enforce the order.
- The child is not protected.

LONG TERM FOSTERING

ADVANTAGES

1. The Local Authority retains a role in negotiating between the foster carers and the birth family over issues, such as continuing direct contact.
2. There is continuing social worker support to the child and foster family in a placement which is regularly reviewed to ensure that the child's needs are met.
3. It maintains legal links to the birth family who can still play a part in the decision making for the child.

DISADVANTAGES

1. Lack of Parental Responsibility for the carers.
2. Continuing social work involvement.
3. Regular reviews, which are statutorily required, to ask if rehabilitation to the parent is to be considered. This may be regarded as destabilising to the placement.
4. Stigma attached to the child through being Looked After.
5. The child is not a legal member of the family. If difficulties arise there may be less willingness to persevere and seek resolution.
6. Higher disruption rates compared to SGO and adoption.

Comparison of legal outcomes and family placement type

The table outlined below compares key needs associated with permanence and benefits differing legal orders bring.

Permanence Need	Child Arrangement Order/Special Guardianship Order	Adoption	Long Term Fostering
Security & Identity	Child needs the security of a legally defined placement with alternative carers, but does not require a lifelong commitment involving a change of identity	Child's primary need is to belong to a family who will make a lifelong commitment. Have good outcomes in terms of stability.	Primary need is for a stable, loving family environment whilst there is still a significant level of continued involvement with the birth family
Exercise of Parental Responsibility	Child's relation, foster or other carer needs to exercise day to day parental responsibility and is prepared to do so as a lifelong commitment	Child's birth parents are not able or not willing to share parental responsibility in order to meet their child's needs	Child has a clear sense of identity and involvement with the birth family, whilst needing to be cared for away from home
Contact	There is no need for continuing monitoring and review by the Local Authority, although support services may still need to be arranged	Child needs an opportunity to develop a new sense of identity whilst being supported to maintain or develop a healthy understanding of their past	Ongoing need for continued monitoring and support by Local Authority
Support	Special Guardianship Support Services. or Child Arrangement Order Allowance	Adoption Support Services	There is need for continuing oversight and monitoring of the child's developmental progress
Attachment	Child may have a strong attachment to the alternative carers and legally defined permanence is assessed as a positive contribution to their sense of belonging and security. Could support the maintenance of links to the child's birth family.	Child expresses a wish to be adopted if old enough. Enables a child to have legal and emotional permanence through childhood and beyond.	Birth parents may be able and willing to exercise a degree of parental responsibility

Key features that will impact upon the route to permanence are:

- Age and view of child;
- Availability of possible relative /friend placement;
- The needs of the child, particularly in respect to attachment and ability to function in a family placement.

The scenarios set out below describe different routes to permanence – the scenarios outline as most likely options, but are not exclusive and adoption should always be a possible option for children regardless of age:

Scenarios

1. Children under 10- no connected people available

Permanence Meetings	Permanence Planning in Panels	Permanence Outcomes
<p>Permanence meeting considers multi track including Fostering to Adopt unless clear return is not possible-</p> <p>Attended by: Practice Manager, Social Worker, A&F Family Finder</p>	<p>Agency Decision Maker considers “should be placed for adoption” and match/adoption support</p>	<p>Fostering to Adopt</p> <p>Adoption</p> <p>SGO with current short term carers</p> <p>Long Term Fostering</p>

2. Children under 10- connected people available

Permanence Meetings	Permanence Planning in Panels	Permanence Outcomes
<p>Permanence meeting considers multi track unless it is clear return is not possible This meeting should be informed by feedback from a Family Group Conference to consider Connected carers options.</p> <p>Attended by: Practice Manager, Social Worker, Connected Carers Fostering Team, Any potential carer informed about</p>	<p>Fostering panel considers</p> <ul style="list-style-type: none"> • Need for permanence; • Approval of Connected carers • Match & support. 	<p>Priority order of outcomes-</p> <ol style="list-style-type: none"> 1. Special Guardianship;- 2. Child Arrangement Order; 3. Care Order – active consideration of / possibility of move to SGO/CAO.

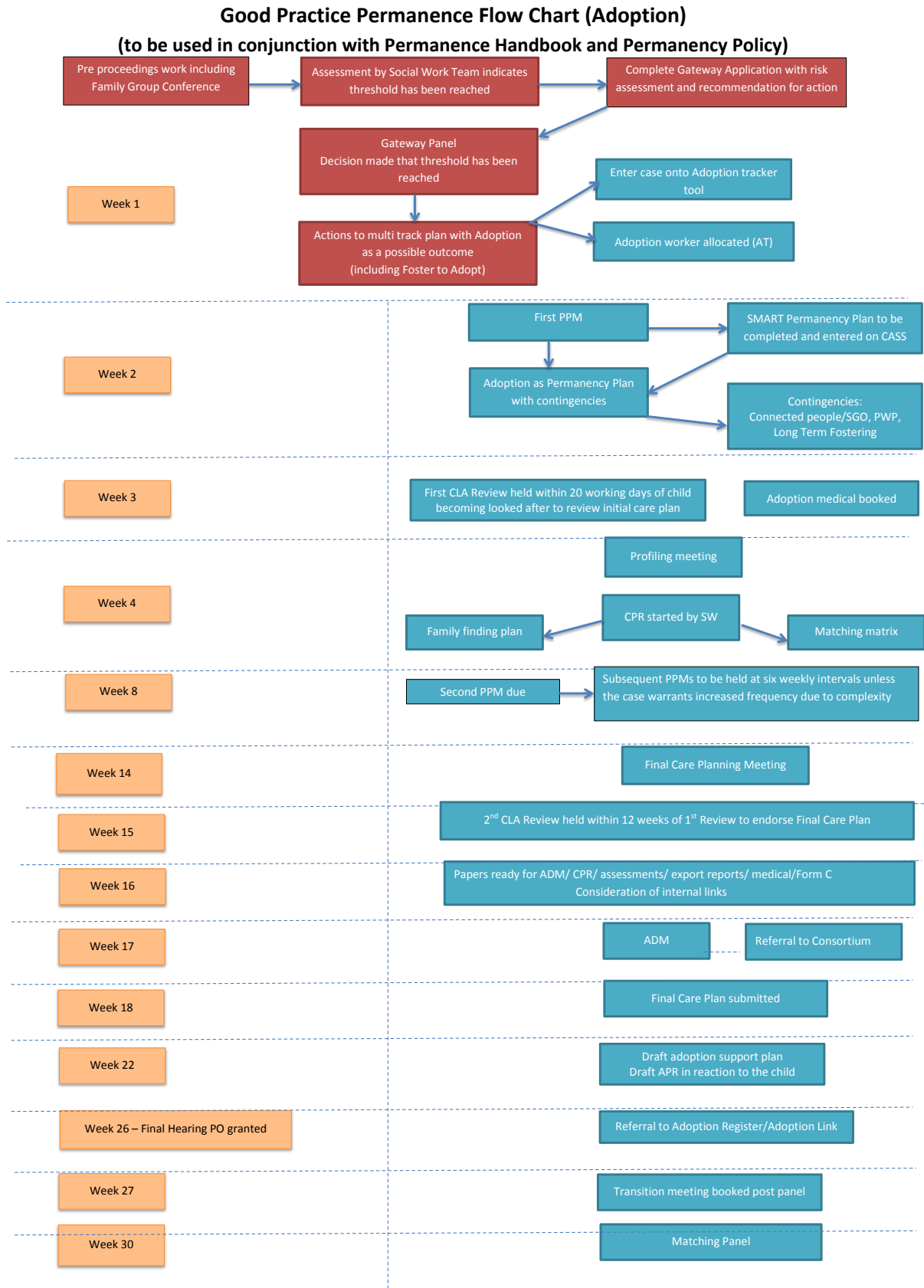
3. Children and young people 11 – 16 - no connected people

Permanence Meetings	Permanence Planning in Panels	Permanence Outcomes
<p>Permanence meeting. To include:</p> <ul style="list-style-type: none"> • Practice Manager • Social worker; • Fostering Team • Residential Service 	<p>Panel consideration of:</p> <ul style="list-style-type: none"> • Need for Permanence; • Best placement type; • Approval of carers; • Evaluation of support issues & plan; • Match placement to child. 	<p>Hierarchy of desired outcomes:</p> <ol style="list-style-type: none"> 1. SGO 2. CAO 3. LT Fostering with Care Order (possible resumption of PR by carers through SGO/CAO); 4. Residential with Care Order <p>Assumes that assessment indicates that child's needs can be best met in family setting</p>

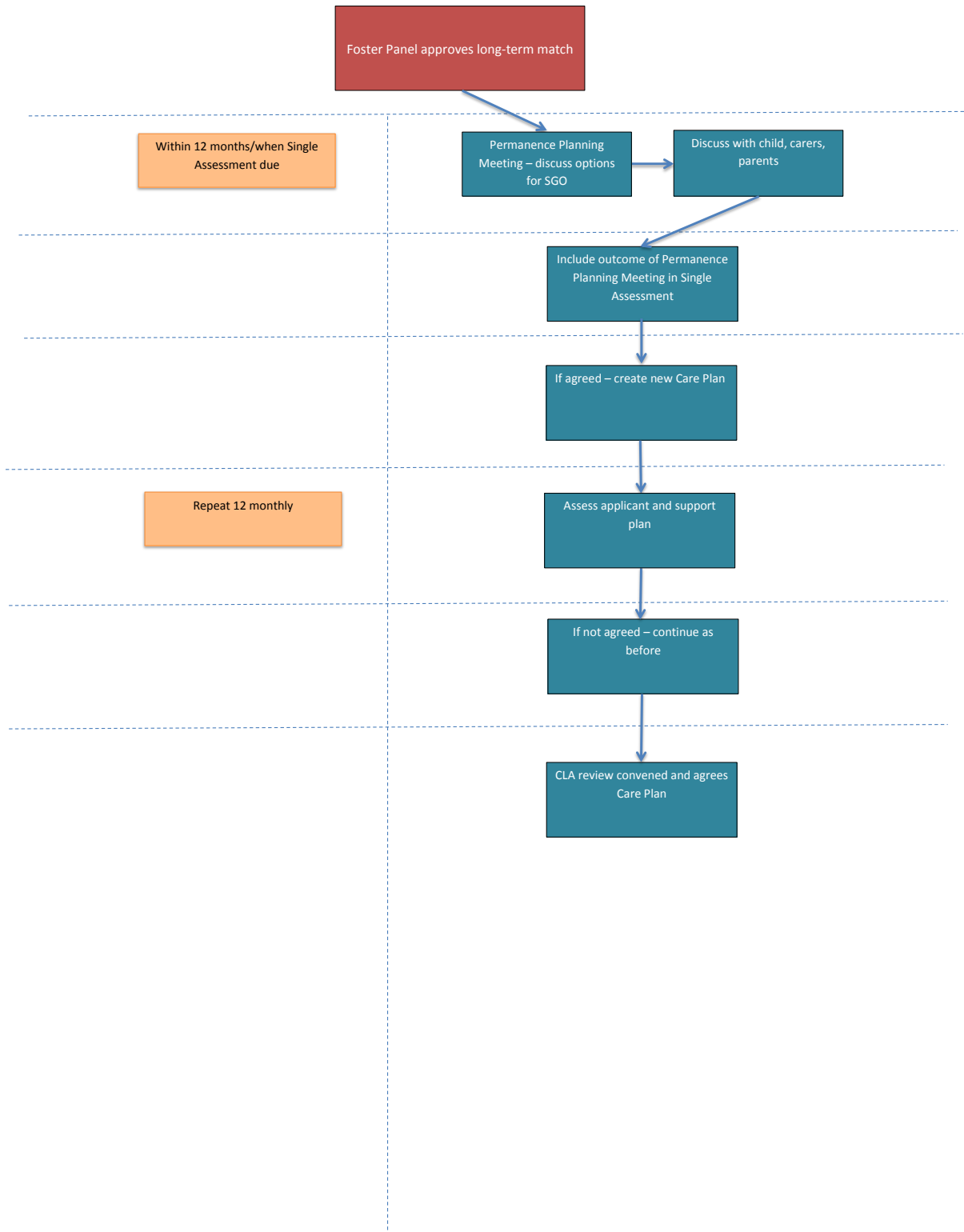
4. Children and young people 11 - 16 – connected people available

Permanence Meetings	Permanence Planning in Panels	Permanence Outcomes
<p>This meeting possibly informed by feedback from a Family Group Conference to consider Connected carers options.</p> <p>Attended by:</p> <ul style="list-style-type: none"> • Practice Manager • Social Worker; • Connected Carers/SGO Team. 	<p>A panel considers-</p> <ul style="list-style-type: none"> • Need for permanence; • Approval of Connected carers; • Match & support. 	<p>Priority order of outcomes-</p> <ol style="list-style-type: none"> 1. SGO 2. CAO; 3. Care Order – possibility of move to SGO/CAO.

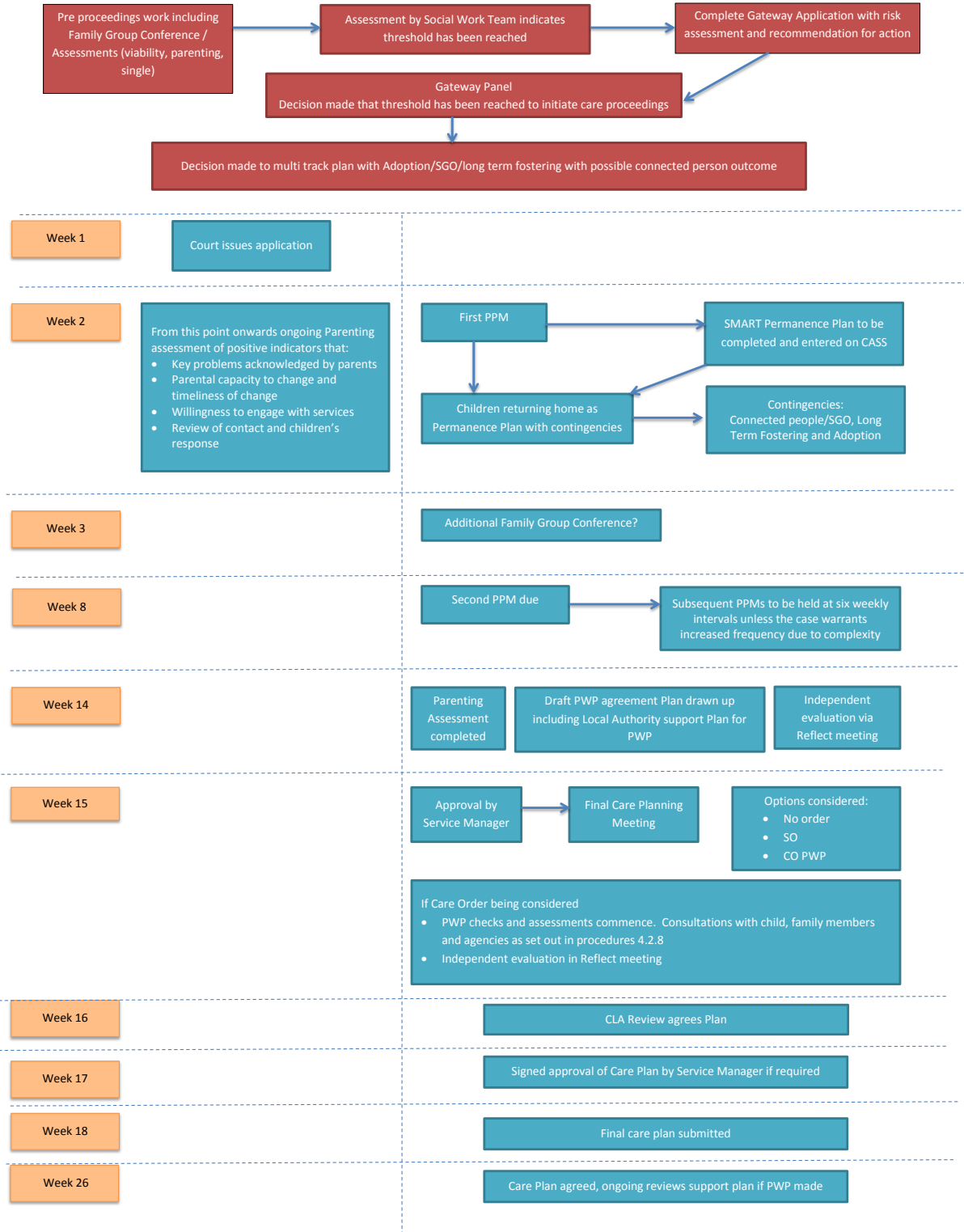
Appendix 3 – Permanence Planning Process flowcharts



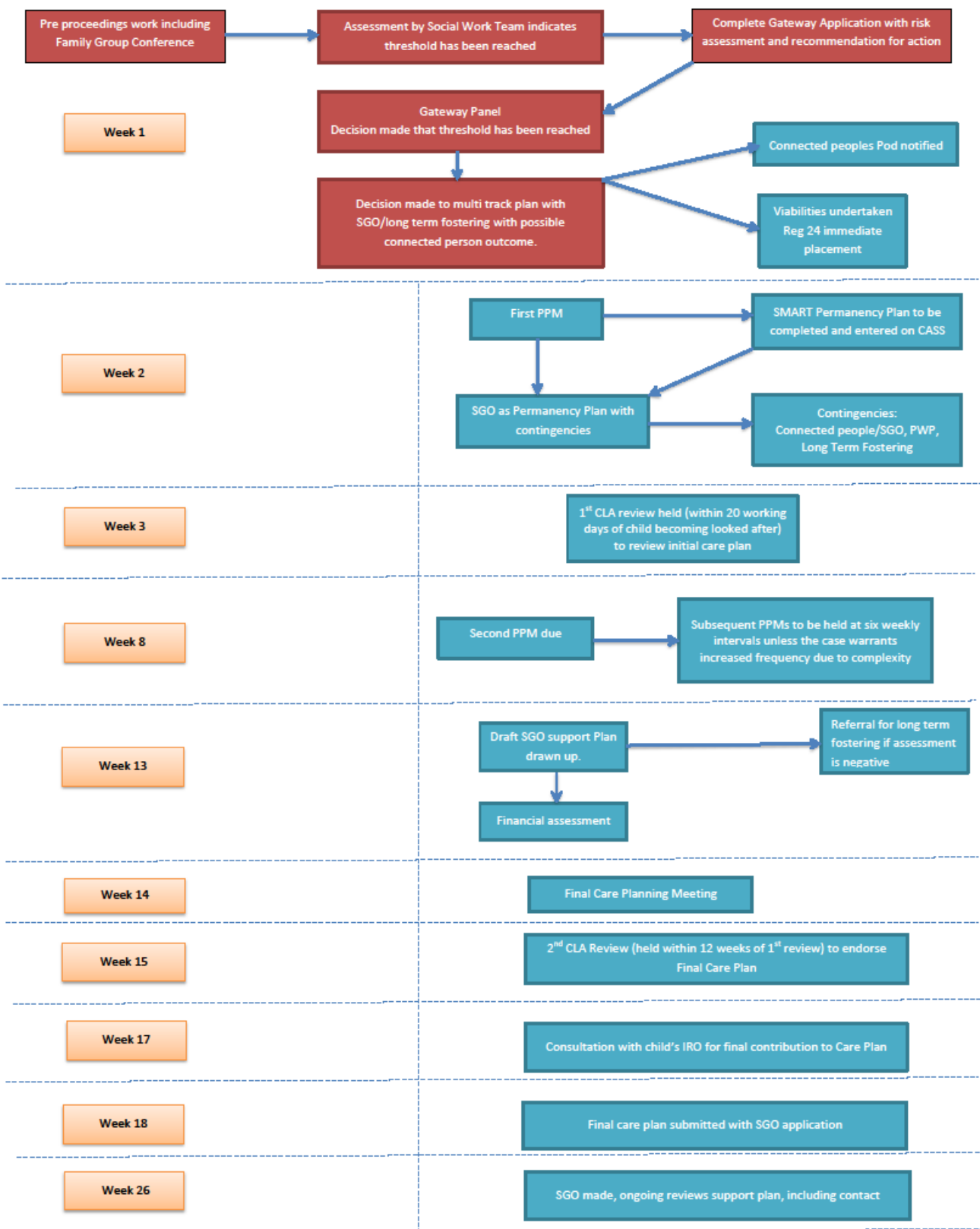
**Good Practice Permanence Flow Chart
(Children Who Are Placed in Long Term Foster Care)
(To be used in conjunction with Permanence Handbook and Permanence Policy)**

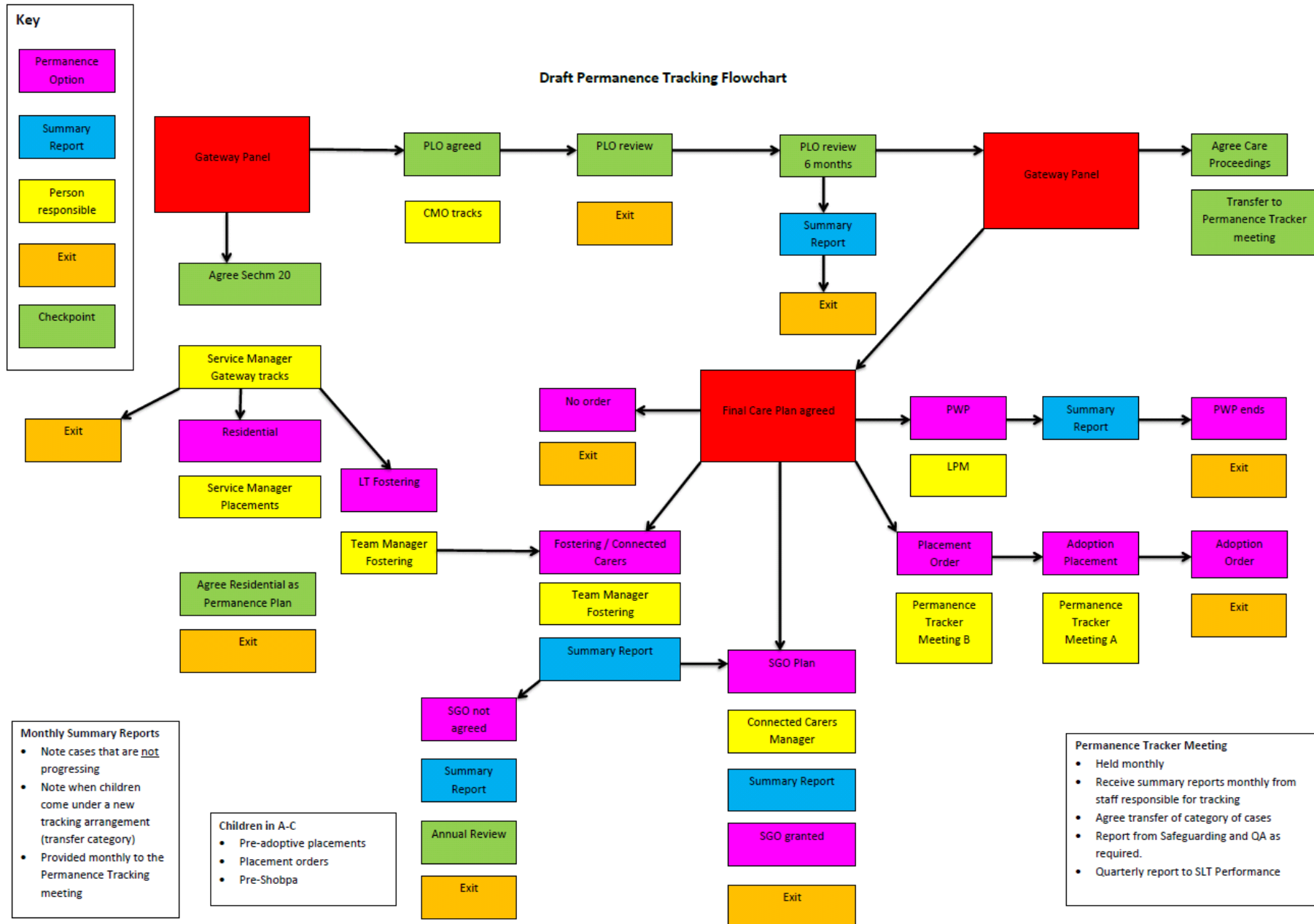


Good Practice Reunification Flow Chart Children placed with parents following period of separation



Good Practice Permanence Flow Chart SGO





Appendix 1 The risk classification table (traffic lights model)

Developed by Rebecca Brown, Centre for Child and Family Research, Loughborough University

Low risks	Medium risks	High risks	Severe risks
No risk factors apparent (or previous risk factors fully addressed)	Risk factors apparent (or not all risk factors fully addressed)	Risk factors apparent (and risk factors not being addressed)	Risk factors apparent (and risk factors not being addressed)
Protective factors apparent	Protective factors apparent	Protective factors apparent	No protective factors apparent
Parents ABLE to demonstrate sustained capacity for actual change	Parents ABLE to demonstrate sustained capacity for actual change	Parents UNABLE to demonstrate sustained capacity for actual change	Parents UNABLE to demonstrate sustained capacity for actual change
Very unlikely that abuse will occur/recur	Unlikely that abuse will occur/recur	Likely that abuse will occur/recur	Very likely that abuse will occur/recur
Reunification possible	Reunification possible	Reunification not possible	Reunification not possible
If parents can maintain <i>low risks</i> for a period of at least six months the case can close.	If parents address all risk factors and maintain the change for at least six months the case can move to <i>low risk</i> , where it should remain for a further six months before closing.	If parents develop a capacity for actual change and begin to address risk factors and protective factors remain apparent this should be sustained for at least six months before the case can move to <i>medium risk</i> where it should remain for a further six months before moving to <i>low risk</i> .	If protective factors become apparent and/or parents begin to address risk factors it should be sustained for at least six months before moving to <i>high risk</i> .
If new risk factors emerge/previous risk factor remerge and parents are able to show demonstrable capacity for change and protective factors are apparent the case will move to <i>medium risk</i> for further monitoring.	If parents are unable to address all risk factors but are making use of interventions to address them and protective factors are apparent the case should remain <i>medium risk</i> . As long as no new risk factors emerge or previous risk factors remerge that had previously been addressed.	If parents remain <i>high risk</i> for six months without addressing risk factors the case should move to <i>severe risk</i> where legal proceedings will be instigated.	
If new risk factors emerge/previous risk factors remerge and parents are unable to show demonstrable capacity for change yet protective factors are apparent the case will move to <i>high risk</i> for further monitoring.	If new risk factors emerge/previous risk factors remerge and parents are unable to show demonstrable capacity for change yet protective factors are apparent the case will move to <i>high risk</i> for further monitoring.	If protective factors are no longer apparent the case should move to <i>severe risk</i> where the child will be separated from their parents.	
If new risk factors emerge/previous risk factor remerge and parents are unable to show demonstrable capacity for change and no protective factors are apparent the case will move to <i>severe risk</i> where the child will be separated from their parents.	If new risk factors emerge/previous risk factor remerge and parents are unable to show demonstrable capacity for change and no protective factors are apparent the case will move to <i>severe risk</i> where the child will be separated from their parents.		

NB This is on CASS so should not be completed as a Word document
INITIAL PERMANENCE REVIEW PLANNING MEETING (PPM)

Please note that all PPM forms should be accompanied by:
 Gateway Panel Application
 Panel's Actions
 Latest Single Assessment

Child Details

Name of Child	CASS Number	Initial or Review PPM	Date of Meeting
Legal Status of Child			

Present (and apologies)

Name	Present Relation	Attended

Background

Brief background history outlining the reasons the child/ren became looked after and any historical concerns				
Any extended family/friends, connected carers that have or that require assessment				
Name of Carer	Date Assessment Complete	Ruled In/Out by LA	Opposing LA Decision	Comments

Life story work and preparation for change		
Sibling Group?	Number of siblings placed apart from child	Were these children originally assessed to be placed apart?
Sibling assessment		
Contact current and future plans		
Child's wishes, feelings and understanding		
Parents' wishes, feelings and understanding		

Other Professional Views

IRO Name	Current View
Guardian Name	Current View

Legal Planning and Court timetable

--

Where referral needs to be made

--

Permanence Planning Options

	Yes/No	Comment	
Early Permanence			
Reunification			
Placement with family/friends			
CAO/SGO			
Long term fostering			
Adoption			
		SHOBPA Target Date	SHOBPA Date Booked

Permanent plan selected	Comment

Has the child now achieved permanence and permanence planning meetings are no longer required?

--

PPM Recommendations and Actions Required
NB: At initial PPM set frequency of meetings and identify future chair

Recommendations	By Whom	Target Date

Contingency plan

--

Date of next meeting

--

NB This is on CASS so should not be completed as a Word document
PERMANENCE REVIEW PLANNING MEETING (PRPM)

Please note that all PPM forms should be accompanied by:
 Gateway Panel Application
 Panel's Actions
 Latest Single Assessment

Child Details

Name of Child	CASS Number	Initial or Review PPM	Date of Meeting
Legal Status of Child			

Present (and apologies)

Name	Present Relation	Attended

Background

Brief background history outlining the reasons the child/ren became looked after and any historical concerns				
Any extended family/friends, connected carers that have or that require assessment				
Name of Carer	Date Assessment Complete	Ruled In/Out by LA	Opposing LA Decision	Comments

Life story work and preparation for change		
Sibling Group?	Number of siblings placed apart from child	Were these children originally assessed to be placed apart?
Sibling assessment		
Contact current and future plans		
Child's wishes, feelings and understanding		
Parents' wishes, feelings and understanding		

Other Professional Views

IRO Name	Current View
Guardian Name	Current View

Legal Planning and Court timetable

--

Permanence Planning Options

	Yes/No	Comment	
Early Permanence			
Reunification			
Placement with family/friends			
CAO/SGO			
Long term fostering			
Adoption			
		SHOBPA Target Date	SHOBPA Date Booked

Permanent plan selected	Comment

<p>Has the child now achieved permanence and permanence planning meetings are no longer required?</p> <div style="height: 50px;"></div>
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Permanence Planning Meeting (PPM) Review

PPM recommendations carried forward from previous PPM	By Whom	Target Date	Update – provide barriers and reasons when progress not achieved What needs to happen to move this forward?

Please outline the contingency plan

Next review date

Appendix 5

Permanence for children and young people - Exception Report

This should be completed by the social worker on a **quarterly** basis in respect of all children in the circumstances described below:

- Placement Orders over 40 weeks months
- Placement with Parents over 12months
- PLO over 6 months
- Children in adoptive placements for more than 40 weeks

Following completion this should be signed off by the team manager and copies sent to the Case Management Officer and formally submitted to the next Legal Planning Meeting.

This does not replace the discussion that should be held at every CLA review and Permanence Planning Meeting. Its purpose is to collate information across the service about the progress of permanence planning, identify and unblock any systemic or resource issues in order to promote learning and improvement.

Name of child	Tick as appropriate	CASS number
Placement Order over 12 months		Date
Placement with Parents over 12 months		Date
PLO over 6 months		
Adoptive placement over 9 months		

Reasons for lack of progress

Reason	Actions taken to mitigate	Target date
e.g serious medical concerns		

Signed: Social worker

Date

Signed: Team manager

Date

Appendix 5

ADOPTION PLANNING TASK LIST – AUGUST 2016 (please see adoption flow chart)

TASK	CHILD'S SOCIAL WORKER	FOSTERING SOCIAL WORKER	FAMILY FINDER	ADOPTER'S SOCIAL WORKER	TIMESCALE
Single Assessment including sibling assessment	To be undertaken at the latest during PLO				Prior to issue
Viabilities	To be undertaken jointly with fostering and to write up viability				Prior to issue/pre-birth assessment
Consideration of fostering to adopt placement	To be raised at Gateway		Adoption team to identify fostering to adopt placement and ensure procedures are followed. (Consider previous sibling's adoptive placement and notify family).		Prior to issue
Negative pre-birth assessment	Alert Adoption team for need for fostering to adopt placement		Family finder to alert previous adopter's viability with SW.	Expression of Interest: Manager to allocate CSW for second time adopter assessment.	
Allocate family finder	Consideration of Regulation 24/Regulation 25.		Allocated by PM adoption at Gateway or LPM (as necessary)		Allocation of FF before first PPM within one week of Gateway/LPM where adoption is part of a multi-track plan

TASK	CHILD'S SOCIAL WORKER	FOSTERING SOCIAL WORKER	FAMILY FINDER	ADOPTER'S SOCIAL WORKER	TIMESCALE
First PPM	In week one invite family finder/fostering/CTS/Legal as necessary virtual school.	Fostering to attend	First PPM for aged 10 years and under. Adoption FF to attend. Chaired by PM/TM early planning special in particular for sibling groups spanning large age range where sibling assessment is required. BOOK SHOBPA with Panel Administrator.		Week 2
Ascertain foster carers position		Discuss with Foster Carer.	To undertake adoption information and counselling where child's foster carer is indicating they would like child to remain on permanent basis. If appropriate do so with child's social worker/supervising social worker. The response from carer needs to be in writing and put on file.		Week 4
Case Responsibility transfers to CLA Team	Child's social worker will inform family finder		Adoption family finder has case responsibility of Relinquished children (only).		Transfer after 1 st CLA review after the initial hearing
Adoption medical	Social worker to book	SSW to support in	To be also raised by FF at		To be booked by

TASK	CHILD'S SOCIAL WORKER	FOSTERING SOCIAL WORKER	FAMILY FINDER	ADOPTER'S SOCIAL WORKER	TIMESCALE
booking	medical. Ask foster carer and birth parent to attend with them	preparing.	PPM?		Week 4 and completed by week 16.
Direct work and preparation for outcome of court proceedings	Child's social worker and foster carer plan work to be undertaken in preparing the child	Support to foster carer to contribute.	Family finder to offer support and advice including Parallel story work.		
Second PPM	Update assessment of needs and sibling assessment, if required. SDQ? Contact FF to request assistance in completing CPR's as necessary.	SSW to support carer to contribute.	Arrange profiling meeting to collate information and develop family finding strategy. Book SHOBPA and Panel for a match. Ensure that the pre-adoption medical is completed in good time for ADM. ADM to follow the Local Authority LPM.		Week 8
Family finding strategy			Prepare anonymised profiles for prep training DVDS? Early alert at APF meetings Contact Vaa's Linkmaker Referral to consortium (anonymous?) Prep for referral to adoption activity days and adoption exchange days if the child meets the criteria.	On going Consideration of child for in house matches	By week 14
Third PPM	Decision made as most likely plan, CPR started if		Ensure matching target date provisionally booked	Send anonymised	Week 14

TASK	CHILD'S SOCIAL WORKER	FOSTERING SOCIAL WORKER	FAMILY FINDER	ADOPTER'S SOCIAL WORKER	TIMESCALE
	adoption a likely outcome, ADM booked		in at Panel with dates for short-listing to work within. Family Finding statement – clarify with PPM/Legal if required.	CPR, as appropriate, to social workers for families.	
Lifestory work	Child's social worker and foster carer		Support from family finder /CTS		Week 14 onwards
Final care planning meeting	Child's social worker attends		Attend ADM. LPM?		Week 14
ADM SHOBPA	Child's social worker attends		Adoption team manager		Week 17
Family finding tasks			Continue to prepare for potential Adoption Placement Order if this is the outcome of LPM.		Timescale
Evidence filed	Child's social worker completes.				Week 18
Identifying and exploring links	48 hours following receipt of CPR to indicate whether to proceed with link. Formal meeting to be arranged if the Child's SW and FF cannot agree on whether potential links are suitable. To include both Practice Managers.		Exchange of PARS and CPRS – CPR may need to remain anonymous until the P.O. is issued. Visit potential families.	Exchange of Pars and CPRS	Ongoing from week 18
Placement order	Continue with regular PPMs. Child's social worker and FF to liaise with CTS and Virtual School as necessary for age and needs of child –		Live on consortium and adoption register. Adoption activity and exchange days Full profiles circulated		Week 26

TASK	CHILD'S SOCIAL WORKER	FOSTERING SOCIAL WORKER	FAMILY FINDER	ADOPTER'S SOCIAL WORKER	TIMESCALE
	invite to PPMs.		Link maker If meets criteria, DVD and professional photos commissioned.		
Life Story Work	Plan of work with foster carer – undertake age appropriate direct work with the child to ensure that they understand why they cannot return home and plan for them. Prepare for adoption. Child's SW and FF to liaise with CTS and Virtual School as necessary for age and needs of child invite to PPMs.	Support foster carer with plan of work.	Use Parallel story completed by Family Finder in support of locality SW. Ensure foster carers is assisting in the preparation of child if to be placed elsewhere. If meets criteria DVD and professional photos commissioned.		Ongoing from week 26 Life Story work completed in time for match.
Matching panel date reviewed	Continue with regular PPMs to monitor permanence plans effectively. Child's SW and FF to liaise with CTS and Virtual School as necessary for age and needs of child – invite PPMs.		FF to ensure that the APR/Support plan completed and QA'd. Ensure the child is prepared for adoption pathway. Ensure deadlines for paperwork met. Ensure preparation for Annex A for EPP placements is ready for Match. Transition stage – FF to plan transition: confirm move with IRO, book any accommodation,		Week 26

TASK	CHILD'S SOCIAL WORKER	FOSTERING SOCIAL WORKER	FAMILY FINDER	ADOPTER'S SOCIAL WORKER	TIMESCALE
			organise a planning meeting, organise interagency meeting and review minutes, attend 1 st CLA review after placement.		
Monitoring the adoption plan	At 40 weeks Exception report prepared.		Exception report prepared.		Ongoing exception report at week 40 following PO
Ongoing visits arranged to families	Information sharing and assessments. Ensure all appropriate services, such as GP, dentist, schools are in place within 1 st 27 days of placement. Ensure any support plan needs are in place.		Identify appropriate support. Submit Adoption Support Fund (ASF) applications as necessary for support plan. Ensure adopter's SW undertakes DBS check of support carers.	Ensuring all information is pertinent and translated for adopters. Ensure indirect contact arrangements are signed and arranged.	
Family finding tasks	Child's social worker		Family finder		Timescale
Arrangements with adopters and Virtual school re education	Preparation of adoption placement report/post adoption support plan Proof read before submitting to adoption clerk CPR updated		Preparation of adoption placement report/post adoption support plan Financial arrangements Draft introductions plan	Preparation of adoption placement report/ adoption support plan including possibility of ASF application	

TASK	CHILD'S SOCIAL WORKER	FOSTERING SOCIAL WORKER	FAMILY FINDER	ADOPTER'S SOCIAL WORKER	TIMESCALE
Matching panel	Attends		Collates paperwork Attend panel		
Transitions planning	Notify birth family Notify IRO Arrangements to meet medical advisor Birth certificates/legal orders/passport health information Finalises life story book Preparation of the child		Prepare draft plan with F/C & Adopters Family finder to meet with birth parents to set up letterbox. Consider 'bumping-into' meeting for child/adopter. Family finder co-ordinate Life Appreciation Day before or after Panel Match, prior to transition. Books accommodation and other practical arrangements	Send minutes of approval to panel administrator Adopters worker Interagency minutes and medicals to be seen by TM before booking panel	
Introductions	Monitors the Child's responses and the foster carers	Monitor and support foster carers during the transition period.	Liaises closely with SSW	Monitors adopters responses	During transition introduction phase
Family finding tasks	Child's SW and FF to visit the identified family and explore Match.	Close any open referrals to NAR (Consortium/Adoption Link).	Support to CSW	Support to identified family.	
Decision to proceed to placement	Contributes to decision, managers oversight and agreement within 48 hours of visiting the family unless exceptional circumstances.	Strengths and vulnerabilities.	Contributes to the decision, managers oversight and agreement.	Contributes to the decision	
Placement	Stat visits		Post placement / adoption	Stat visits	Week 8 of child

TASK	CHILD'S SOCIAL WORKER	FOSTERING SOCIAL WORKER	FAMILY FINDER	ADOPTER'S SOCIAL WORKER	TIMESCALE
	Annex A Later life letter Life Story book x 2 (simple and ore complex). Ensure child's belongings are transferred. APP letters to authority where the child is placed. PR – ensure confidentiality and adoptive address.		support plan	Post placement post adoption support plan	living with the adopters
Application lodged	Child's SW and FF to ensure the adopter's views are fully considered. Timely lodging of application. Review support plan/single assessment if placement requires more support.		EPP placement application may be lodged when child has been in placement 10 and C/O acquired and all parties satisfied child's needs is being met. Post adoption support for three years.	Post adoption support for one year	Week 10 of placement (unless f to adopt or foster carer adopting as application can be lodged after ADM) For older and or more complex needs by second review
Review suitability of placement	Child's SW plus IRO. Complete exception with the FF. Report if application is not lodged by week 40.		Available for advice and support if the placement requires additional support.	Available for advice and support and assessment if needed if placement requires further support.	Week 42 of placement of application not lodged.

