

# Statement of Purpose 2019-2020



Adopt and be  
the someone in a child's life

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## 1. Introduction

Adopt Thames Valley (ATV) is a Regional Adoption Agency, established in December 2017, with delegated responsibility for discharging most of the adoption functions of Bracknell Forest Council, Oxfordshire County Council, Reading Council (Brighter Futures for Children), Royal Borough of Windsor (Achieving for Children) and Maidenhead, Swindon Council, West Berkshire Council and Wokingham Council. Adopt Thames Valley also works in partnership with PACT.

This statement of purpose has been written in accordance with the Adoption & Children Act 2002 and associated Regulations, and the Adoption Statutory Guidance 2013. It fulfils the requirements of Regulations 2 and 4 of the Local Authority Adoption Service (England) Regulations 2003; Regulations 3 and 24B and Regulations 4 and 24 C of the Voluntary Adoption Agencies and the Adoption Agencies (Miscellaneous Amendments) Regulations 2003; and of Regulations 5 and 6 of the Adoption Support Agencies (England) and Adoption Agencies (Miscellaneous Amendments) Regulations 2005. It also fulfils the requirements of Standard 18 of the National Minimum Standards for Adoption 2014.

The 2014 Adoption Minimum Standards can be accessed at

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/336069/Adoption\\_NMS\\_July\\_2014\\_for\\_publication.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/336069/Adoption_NMS_July_2014_for_publication.pdf)

The 2013 Statutory Adoption Guidance can be accessed at

<https://www.gov.uk/government/publications/adoption-statutory-guidance-2013>

## **2. Principles and Values Statement**

The principles of the Children Act 1989, Children Act 2004, the Adoption & Children Act 2002 and accompanying Regulations and Statutory Guidance, the Children and Families Act 2014, the Education and Adoption Act 2016, the Children and Social Work Act 2017, the United Nations Convention on the Rights of the Child, the Human Rights Act 1998, the Equality Act 2010, and the Adoption National Minimum Standards 2014, all underpin the work of Adopt Thames Valley.

The **Values Statement in Appendix A** is adapted from the 2011 and 2014 National Minimum Standards, and sums up the important principles which underpin all adoption work within Adopt Thames Valley and within the seven partner local authorities in their permanency planning for children for whom adoption is the care plan. These values are equally applicable to children and adults affected by special guardianship.

Adopt Thames Valley is committed to promoting diversity and non-discriminatory practice. **Appendix E** reflects our vision for all those involved including staff and the wider community.

### **3. Aims and objectives**

In accordance with the provisions of the Adoption and Children Act 2002, all local authorities have a duty to establish and maintain an adoption service in their area, to meet the needs in relation to adoption, of children who have or may be adopted, of adults who have been adopted, parents and guardians of such children and persons who have or may adopt a child. Bracknell Forest Council, Oxfordshire County Council, Reading Council, Royal Borough of Windsor and Maidenhead, Swindon Council, West Berkshire and Wokingham Council have delegated most of those functions to Adopt Thames Valley. Further information can be found about this in **Appendix B - Schedule of Responsibilities**. It explains in more detail which functions remain the responsibility of the local authority and which have been delegated to Adopt Thames Valley.

Adopt Thames Valley is committed to achieving the earliest possible permanence in order to maximise a child's potential and attachment capacity and aims to ensure that all children where the plan is likely to be adoption are considered for an Early Permanence placement. Adopt Thames Valley aims to ensure that children who are unable to live with their birth family, and for whom adoption or special guardianship has been agreed as the plan, can move without delay to a permanent, stable and loving family in which their needs will be fully met throughout their lives. This can only be achieved if the needs of all of those touched by adoption or special guardianship are also supported, including adoptive parents, special guardians, adopted adults and birth relatives.

Adopt Thames Valley's vision is to achieve excellent outcomes for children and adults affected by adoption and special guardianship by:

- Working closely with our partner local authorities and other stakeholders to ensure that children's best interests are at the heart of placement decisions which will fully meet their needs
- Targeted recruitment and the establishment of a wide and diverse pool of prospective adopters
- Matching so that children are placed without delay in secure, loving families

- Providing creative and outstanding adoption and special guardianship support services
- Investing in our workforce to ensure they have the right skills and capacity to deliver excellent services
- Continually seeking to apply best practice and innovation to our ways of working
- Actively listening to and learning from children, adults and staff with whom we work to develop and improve the services provided

#### **4. Registered Manager/Responsible Officers**

The Registered Manager/Responsible Officer for Swindon Borough Council, under regulation 5 of the Local Authority Adoption Service (England) Regulations 2003, is Mary-Anne Cosgrove, Service Manager Children Looked After & Permanence. The Registered Manager/Responsible Officer for Wokingham Council is Jasmine Grimshaw, Service Manager Corporate Parenting. The Registered Manager/Responsible Officer for Royal Borough of Windsor and Maidenhead is Lin Ferguson, Director of Children's Social Care. The Registered Manager/Responsible Officer for Oxfordshire is Lara Patel, Deputy Director Safeguarding. The Registered Manager/Responsible Officer for West Berkshire is Pete Campbell, Head of Service. The Registered Manager/Responsible Officer for Bracknell Forest is Peter Hodges, Head of Service. And the Registered Manager/Responsible Officer for Reading is Jackie Hooper, Service Manager for Looked After Children.

Each of the partner local authorities nominates senior officers with experience of adoption as Agency Decision Maker(s) (ADM) who are responsible for Should Be Placed for Adoption Decisions; and adoption matches made within Adopt Thames Valley for all children for whom they hold corporate responsibility, and for approvals of adopters living within their area.

The Agency Decision Makers for Oxfordshire children are Sarah Ainsworth, Disabled Children's Manager, Hazel Cringle, Interim Safeguarding Manager, Children, Education and Families, and Sarah Duerden, Social Care Manager, Children's Social Care. The ADM for Swindon children is Angela Clarke. The ADM for Bracknell Forest children is Sonia Johnson, Assistant Director Children's Social Care. The ADM for West Berkshire children is Pete Campbell, Head of Service. The ADM for Wokingham children is Adam Davis, Assistant Director. The ADM for Royal Borough of Windsor and Maidenhead children is Lin Ferguson, Director of Children's Social Care. The ADM for Reading is Lisa Arthey, Deputy Director Children's Social Care.

Teresa Rogers, Service Manager, Adopt Thames Valley, fulfils the role of Agency Decision Maker for all ATV adopter approvals except where the adopters are being both approved

for, and linked with a specific child, at the same Panel, in which case the ADM for the child will make both decisions.

## **5. Organisational Structure of Adopt Thames Valley**

The service is led and managed by the Adopt Thames Valley Service Manager, Teresa Rogers. Her qualifications include the following: B.A. Honours in Social Policy & Administration from the University of York (1982); a Diploma in Applied Social Studies & Certificate of Qualification in Social Work (CQSW) from the University of Leeds (1984); and a Diploma in Management Studies from Oxford Brookes University (2002).

Ms Rogers has been employed in various management roles in Children's Services in Oxfordshire since 1992. Ms Rogers was the manager of the Oxfordshire Adoption Service alongside her role as Fostering Service Manager from 2012 until her appointment as Adopt Thames Valley Service Manager in May 2017.

Ms Rogers fulfils the role of Agency Decision Maker for all ATV adopter approvals except where the adopters are being both approved for, and linked with a specific child, at the same Panel, in which case the ADM for the child will make both decisions.

The Adoption Team (Oxfordshire and Swindon) is managed by 2 FTE Team Managers (TMs) and comprises 0.8 FTE temporary ATM post, 11.1 FTE social workers and senior practitioners and 1 FTE family support worker.

There is a pool of sessional workers to be used for home studies and non-agency adoptions.

The Adoption Team (Woodley) is comprised of 1 FTE TM and 1 FTE ATM, 5 FTE senior practitioners, 2.4 social workers and 1 FTE family support worker.

The Permanence Support Team is comprised of 1.8 FTE Team Managers, 1 FTE Assistant Team Manager 14.88 FTE social workers and 1 FTE Permanence Support Coordinator.

The two full-time Panel and Agency Advisors provide advice on approvals and matching to the Adopt Thames Valley Adoption Panels, and to the Agency Decision Makers in the seven local authorities in relation to decisions as to whether a child should be placed for adoption.

All social workers, senior practitioners and managers are registered with the Health and Care Professionals Council (HCPC).

The service is supported by 7.6 FTE business support staff including full-time senior administrator, panel administrators and marketing, recruitment and enquiry officers.

Organisational charts with details of staffing structure and administrative support structure are attached at Appendices C and D.

All ATV Staff are based at one of three offices - in Oxford City, Swindon and Woodley. Social workers have laptops and smart phones and can work from any of the three offices, from home or from other hot-desking points across the region.

## 6. Roles and responsibilities

The successful delivery of the services provided by Adopt Thames Valley is dependent on a high level of joint working between Adopt Thames Valley and the seven partner local authorities. The table below sets out how Adopt Thames Valley and the seven local authorities will ensure effective working together in relation to the main functions in the best interests of children and families affected by or created through adoption or special guardianship. More detail is provided in **Appendix B - Schedule of Responsibilities** which forms part of the Inter Authority Agreement between the seven local authorities.

Function	Regional Adoption Agency	Local Authority
<b>RECRUITMENT AND ASSESSMENT</b>		
Marketing and Recruitment Strategy	✓	
Adopter Recruitment and Enquiries	✓	
Assessment of Prospective Adopters – all Stage One and Stage Two functions including training	✓	
Completion of Prospective Adopter Report (PAR)	✓	
Agency Decision Maker for approval of adopters	✓	✓
Post-approval training	✓	
Matching	✓	
<b>PERMANENCE PLANNING</b>		
Early identification of a child possibly requiring adoption		✓
Tracking and monitoring the child possibly requiring adoption	✓	✓
Support and advice to child care social work teams on the adoption process	✓	
Direct work to prepare child prior to placement		✓
Preparation of the Child Permanence Report (CPR)		✓
Agency Decision Maker for “Should be placed for Adoption” decisions		✓
<b>MATCHING AND PLACEMENT</b>		
Family finding	✓	
Looked After Child reviews		✓
Shortlist and visit potential families	✓	
Ongoing direct work to prepare child prior to placement		✓
Adoption Panel administration and management	✓	
Agency advisor role	✓	
Agency Decision Maker for Matching prospective adopters and child		✓

Placement Planning meeting administration and management of introductions	✓	
Support to family post placement, and planning and delivery of adoption support	✓	
Ongoing life story work and preparation of Life Story Book		✓
Independent Review Officer monitoring of quality of child's care and care plan		✓
Support prospective adopters in preparation and submission of application for Adoption Order – including attending at court	✓	
Preparation of later life letter		✓
<b>ADOPTION AND SPECIAL GUARDIANSHIP SUPPORT</b>		
Assessment for adoption or special guardianship support	✓	
Developing and delivering adoption and special guardianship support plans	✓	
Agree and administer financial support to adoptive families pre- and post- Adoption Order		✓
Adoption and special guardianship support delivery including: <ul style="list-style-type: none"> <li>▪ Support groups</li> <li>▪ Social events</li> <li>▪ Post adoption/special guardianship training</li> <li>▪ Independent Birth Relative Support service</li> <li>▪ Support with ongoing birth relative contact including letterbox</li> <li>▪ Specialist Life Story Work practitioners</li> <li>▪ Birth records counselling and services for adults affected by adoption</li> </ul>	✓	
Financial support to adopters and special guardians including adoption and special guardianship allowances		✓
<b>NON-AGENCY ADOPTIONS</b>		
Step parent/partner adoption assessments	✓	
In-family adoption assessments	✓	
Intercountry adoption assessments (done by ICA) and post-approval and post-order support	✓	

## **7. Adopt Thames Valley Adoption Panel**

Adopt Thames Valley operates Adoption Panels based in both Woodley and Oxford, constituted in accordance with legislation, regulations and guidance. The Panels each have an independent chairperson, and a Central List from which each Panel is drawn. There is no legal maximum number of Panel members at each Panel but in practice, usually a maximum of 6 or 7 attend each Panel, including the Panel Chair. Medical advice to Panels is provided on a rota basis. The Panel is serviced by a full-time Panel Administrator and has access to legal advice if needed. The professional advice to the Panel is provided by the two Agency Advisors, one of whom will attend each Panel to ensure the smooth running and to advise on policies and procedures.

Current membership includes individuals with personal experience of adoption (adopters and adopted adults), and other independent members based in education settings. It also includes social workers both with direct experience of adoption work and those based in various settings, including Looked After Children (LAC) and fostering. Panels are balanced as far as possible in terms of gender, age, ethnicity and experience.

The functions of the Panel in relation to adoption matters are:

- to recommend whether prospective adopters are suitable to adopt a child;
- to recommend whether a proposed match between a child and prospective adopters is a suitable one;
- in circumstances where a child is relinquished for adoption and no Placement Order is applied for, to recommend whether the child should be placed for adoption.

The Panel can also give advice about the suitability of applicants to fulfil the fostering role in Fostering for Adoption placements; numbers and ages of children in relation to prospective adopters; about post-adoption contact; delegated parental responsibility and adoption support plans. The Panel has a consultative role regarding the agency's policies and procedures, and a monitoring role regarding quality assurance and ensuring that the time scales as set out in the Adoption & Children Act 2002 are met.

The Adopt Thames Valley Adoption Panels make recommendations based on written reports prepared in advance by the child's social worker and adoption social worker, and on the social worker and/or team manager's attendance at Panel to discuss and clarify any issues relevant to the application. When considering the approval of prospective adopters, or a match between prospective adopters and a child, adoptive applicants have the option of attending Panel in person. Applicants who decide not to attend in person are not disadvantaged in any way and no judgement is made from their decision not to do so, although every effort will be made to assist their attendance.

The recommendations and advice of the Panel are referred, along with the final minutes of the meeting, to the relevant Agency Decision Maker, for a decision to be made and conveyed to all parties within the timescales laid down in the Adoption & Children Act 2002.

## **8. Systems for the monitoring, quality assurance and evaluation of services**

Adopt Thames Valley will undergo regular internal and external scrutiny to ensure that services are robust and of good quality. This will be achieved by:

- Collection and scrutiny of quarterly data, recording outcomes for children and adopters.
- Submission of quarterly statistical reports to the Adoption Leadership Board.
- Tracking systems to measure the timescales involved for providing services.
- Adopt Thames Valley's Operational Management Board quarterly meetings to review outcomes against key performance indicators and national standards, and to review budgets and the financial state of the agency.
- Agency Advisors and ATV Panel Independent Chairs providing quality assurance feedback every six months on the quality of reports being presented to the Panels and whether there is a thorough, rigorous, consistent and fair approach across the region in the assessment of whether a child should be placed for adoption, the suitability of prospective adopters and the proposed placement.
- Agency Advisors providing individual and/or group support/training to social workers/managers on the quality of Child Permanence Reports, including whether the requirements of the Restrictions on the Preparation of Adoption Reports Regulations 2005 have been met, and monitoring adopter approvals and linkings for timeliness and compliance with regulations.
- Six-monthly reports by the ATV Service Manager to the ATV Strategic Partnership Board and to the executive officers of each Council. These reports address the management, outcomes and financial state of the agency, and monitor the management and outcomes of the service, to satisfy the local authorities delegating adoption functions to ATV that the agency is effective, achieving good outcomes for children and other service users, and complying with the conditions of registration.
- Regular team meetings in each team and regular whole-service meetings to consider and analyse performance across the service and for staff to take part in practice development sessions.

- Service user feedback sought at various stages of the adoption process – for example, after Preparation Group, after approval and linking Panels - and in relation to special guardianship services.
- Regular evaluation of Preparation Group and training courses for adopters/special guardian to improve service-user experience and inform the development of the service.
- Second opinion visits to prospective adopters where issues arise during the assessment.
- Statutory reviews, chaired by Independent Reviewing Officers, and planning meetings providing a structure for the agency to record progress in individual cases.
- Routine monitoring of staff performance during regular supervision sessions with line managers.
- Induction programme for new Adoption Panel members and annual appraisals for all members, including the Independent Chairs, to monitor performance.
- Auditing of case files.
- ATV Annual Report and update of the *Statement of Purpose* and *Children's Guide to Adoption* and *Children's Guide to Adoption Support*.

## **9. Complaints and compliments**

All of those receiving a service in relation to adoption or special guardianship by Adopt Thames Valley will be advised of their right to make representations or complaints.

The Complaints team for Oxfordshire County Council manages all complaints and compliments according to Local Authority procedures and legislation. The Adopt Thames Valley Service Manager monitors the progress of all complaints and compliments specifically relating to the service. There is a protocol in place which defines how complaints are managed which are received by or about the services provided by staff in Adopt Thames Valley.

Contact details:

### **Comments and Complaints team**

#### **Law and Governance**

#### **Oxfordshire County Council**

County Hall (4th Floor)

New Road

Oxford

OX1 1ND

Tel: 01865 323589

[commentsandcomplaints@oxfordshire.gov.uk](mailto:commentsandcomplaints@oxfordshire.gov.uk)

*A Children's Guide to Adoption* is given to all children where the decision has been made that they should be placed for adoption. This contains local information about adoption, a summary of what happens at each stage of the adoption process, including at court, how long each stage should take, how a child can find out about their rights, how to contact their Independent Reviewing Officer, how to secure access to an independent advocate, how to make a complaint and how to contact the Children's Rights Officer and Ofsted.

Contact details for Ofsted:

#### **Ofsted**

Piccadilly Gate

Store Street

Manchester

M1 2WD

Email [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

General enquiries 0300 123 1231

The helpline is open Monday to Friday from 8.00am to 6.00pm.

## Appendices

### Appendix A - Values Statement

The values statement below is adapted from the 2011 and 2014 National Minimum Standards for Adoption and reflects the values of Adopt Thames Valley.

#### Values – children

- The child's welfare, safety and needs are at the centre of the adoption process
- Adopted children should have an enjoyable childhood, and benefit from excellent parenting and education, enjoying a wide range of opportunities to develop their talents and skills, leading to a successful adult life.
- Children are entitled to grow up as part of a loving family which can meet their needs during childhood and beyond.
- Children's wishes and feelings are important and will be actively sought and fully taken into account at all stages of the adoption process.
- Delays should be avoided as they can have a severe impact on the health and development of the children waiting to be adopted.
- A sense of identity is important to a child's well-being. To help children develop this, their ethnic origin, cultural background, religion, language and sexuality need to be properly recognised and positively valued & promoted.
- The particular needs of disabled children and children with complex needs will be fully recognised and taken into account.
- Where a child cannot be cared for in a suitable manner in their own country, intercountry adoption may be considered as an alternative means of providing a permanent family.
- Children, birth parents/guardians and families and adoptive parents will be valued and respected.
- A genuine partnership between all those involved in adoption is essential for the National Minimum Standards to deliver the best outcomes for children; this includes the Government, local government, other statutory agencies, Voluntary Adoption Agencies and Adoption Support Agencies.

### **Values - adopted adults and birth relatives**

- Adoption is an evolving life-long process for all those involved - adopted adults, and birth and adoptive relatives. The fundamental issues raised by adoption may reverberate and resurface at different times and stages throughout an individual's life.
- Adopted people should have access to information and services to enable them to address adoption-related matters throughout their life.
- Agencies have a duty to provide services that consider the welfare of all parties involved and should consider the implications of decisions and actions for everyone involved.
- Agencies should seek to work in partnership with all parties involved, taking account of their views and wishes in decision making.
- Agencies should acknowledge differences in people's circumstances and have established policies that provide non-discriminatory services.
- Adopted adults have their adoptive identity safeguarded and the right to decide whether to be involved in contact or communication with birth family members.

### **Values – adopters**

- The role of adoptive parents in offering a permanent family to a child will be valued and respected.
- All adoptive applicants will be treated fairly, openly and with respect throughout the adoption process. No applicant will be discriminated against on grounds of disability, ethnicity, culture, language, sexuality, gender, financial status or marital status.
- All applicants are entitled to know what issues will be considered in their assessment and will be kept informed of progress throughout. They will receive a copy of their assessment report before an adoption panel meeting, have the opportunity to comment on the report, and to attend panel and be heard if they wish.

## Appendix B - Schedule of Responsibilities

### THE CHILD

SERVICE AREA	RESPONSIBILITIES OF THE LOCAL AUTHORITY	RESPONSIBILITIES OF THE REGIONAL ADOPTION AGENCY	NOTES
<p><b>Case Responsibility</b></p>	<p>The local authority will retain and develop in-house expertise to support staff making permanence plans for children. The local authority is responsible for support and training its own staff who are engaged in adoption work.</p> <p>The local authority will retain case management responsibility for the child until the making of the Adoption Order or Special Guardianship Order.</p> <p>The local authority will be responsible for all statutory functions including but not limited to:</p> <ul style="list-style-type: none"> <li>▪ Statutory Visits</li> <li>▪ Monitoring and overseeing the child’s care plan</li> <li>▪ Management and supervision of contact between child and family members</li> <li>▪ Supervision, administration and finance of foster placements and communication with foster carers (including for Fostering for Adoption placements)</li> </ul> <p>In the case of relinquished babies, the local authority will retain case management responsibility until the Adoption</p>	<p>ATV Adoption teams can provide specialist advice and support regarding family finding and support of adoptive placements pre-order.</p> <p>ATV Permanence Support Teams can assist local authority staff to fully understand the potential life-long support needs of adopted and special guardianship children, influencing and promoting best practice.</p>	

SERVICE AREA	RESPONSIBILITIES OF THE LOCAL AUTHORITY	RESPONSIBILITIES OF THE REGIONAL ADOPTION AGENCY	NOTES
	Order has been made.		
<b>Early identification of children requiring adoption</b>	The local authority is responsible for identifying children who may require adoption and making the child and their needs known to ATV at the earliest possible opportunity, including pre-birth, and providing relevant and timely written referrals.	<p>ATV will allocate a Family Finder to each child identified where adoption is confirmed as the Care Plan and also, where possible, when adoption is identified as a likely Care Plan and, where appropriate, to begin to identify suitable adopters at an early stage. Where appropriate, staff from ATV will be involved in identifying children for early permanence placements.</p> <p>Representatives of ATV will provide consultations on individual cases in each local authority. Consultations can be provided through the ATV Duty Service, form the allocated family finder, or for more complex cases, by attending Permanency Planning Meetings.</p> <p>ATV will be represented at Permanence Tracking Meetings to better understand the needs of the children who may require adoption.</p>	<p>Detail for each local authority to be developed in conjunction with care planning leads.</p> <p>ATV aims to develop working practices in conjunction with each local authority to ensure close involvement in care planning, in order to assist with the earliest possible identification and to provide external challenge.</p>
<b>Early Permanence</b>	The local authority has a duty to consider whether an early permanence (Fostering for Adoption/concurrency)	ATV will provide consultation and advice to the local authority in identifying which	The fostering element of an early permanence

SERVICE AREA	RESPONSIBILITIES OF THE LOCAL AUTHORITY	RESPONSIBILITIES OF THE REGIONAL ADOPTION AGENCY	NOTES
	<p>placement would be appropriate for any child for whom they are considering a plan for adoption, in line with Section 22c (9B) (c) of the Children Act 1989.</p> <p>This consideration will include the local authority notifying ATV at the earliest possible stage of any such child.</p> <p>The local authority designated ADM is responsible for making the decision that the child should be placed in an early permanence placement under Regulation 25a of the Care Planning, Placement and Case Review Regulations 2010.</p>	<p>children are suitable to be considered for an early permanence placement.</p> <p>Where appropriate, and in agreement with the local authority, ATV will identify a suitable family to provide an early permanence placement for children who have been identified as requiring this form of placement. (Placements will depend on the availability of appropriate carers).</p>	<p>placement, including support to the foster carers, will remain the responsibility of the local authority. It may be possible in negotiation with ATV, for this role to be provided by the adoption social worker.</p> <p>In recruiting, assessing and preparing prospective adopters, ATV will encourage all those applying to adopt to positively consider the benefits for the child of early permanence.</p>
<b>Agency decision for early permanence placement</b>	<p>The local authority will prepare the relevant paperwork for the Agency Decision Maker (ADM) in the local authority to agree to a placement under Regulation 25a of the Care Planning, Placement and Case Review Regulations 2010.</p> <p>The local authority will provide the relevant paperwork to the ADM in the local authority for consideration and will be responsible for any formal notifications to the fostering service, the prospective foster carers/adopters, birth parents and court.</p>	<p>Where appropriate, the ATV allocated family finder will provided support in completing this paperwork.</p>	
	<p>The local authority will be responsible for all payments to</p>		

SERVICE AREA	RESPONSIBILITIES OF THE LOCAL AUTHORITY	RESPONSIBILITIES OF THE REGIONAL ADOPTION AGENCY	NOTES
	the prospective adopters/foster carers whilst the placement remains an Early Permanence placement.		
<b>Tracking of children requiring adoption</b>	The local authority will track the progress of all children in care proceedings or looked after under Section 20 (Children Act 1989) so as to maintain an up-to-date knowledge of their potential need for an adoption placement.	ATV will actively track all children notified to them by the local authority with a plan for adoption or for whom initial information indicates that adoption may become the plan.	ATV will agree with each local authority a process to regularly share this information between agencies. These monitoring mechanisms are not working effectively currently and need further review.
<b>Adoption Reports</b>	<p>The local authority will be responsible for the completion of all reports relating to the child prior to an Adoption Order being made. The local authority will implement a system to train staff and quality assure these reports.</p> <p>The local authority social worker will be responsible for the completion of the Child Permanence Report (CPR) for the child.</p> <p>The local authority will be responsible for collating all the paperwork required for the ADM decision and for updating the CPR, following the making of Care and Placement Orders, for the matching process. This includes the completion of together or apart assessments where relevant.</p> <p>The local authority line manager is responsible for quality assuring and signing the CPR prior to submission to ATV.</p>	<p>ATV can provide advice and support in relation to the completion of the Child Permanence Report (CPR) and external challenge to help ensure that CPRs are of a consistent high quality across partnership local authorities.</p> <p>ATV will be responsible for the final quality assurance of all CPRs being presented to the ADM, and it is for ATV alone to decide whether the report is adequate for submission to the ADM.</p>	It will be necessary for the local authority and ATV to work closely and collaboratively to ensure that all relevant Information is included in the CPR and that the report is of a high standard.

SERVICE AREA	RESPONSIBILITIES OF THE LOCAL AUTHORITY	RESPONSIBILITIES OF THE REGIONAL ADOPTION AGENCY	NOTES
<p><b>Assessment of child's needs prior to permanence</b></p>	<p>The local authority will be responsible for assessing the child's adoption support or special guardianship support needs in respect of a future placement. This includes the completion of together or apart assessments</p> <p>Each local authority will be responsible for providing any financial support agreed in the adoption support or special guardianship support plan.</p> <p>The provision of any funding to support an adoption or special guardianship placement, whether a one-off payment or ongoing payments, remains the responsibility of the child's local authority.</p>	<p>ATV will be responsible for the early, and any subsequent, needs profile of the child (even before the CPR is compiled) and in identifying early matching considerations. This will include taking into account information and advice from permanence support services on the potential needs of the child once placed, and potential sources of future support. ATV will also provide support and advice to workers undertaking specialist assessments eg sibling assessments.</p> <p>ATV will provide information and advice to the local authority in relation to meeting the placement and support needs of the child and the likely need for post-order support services.</p>	<p>It will be necessary for ATV and the local authority to work closely and collaboratively to ensure that the needs of the child can be met, the risks addressed, and that planned support is sustainable.</p>
<p><b>Permanence Medicals</b></p>	<p>The Local Authority will be responsible for obtaining all required medical information including completed CoramBAAF M and B reports (Obstetric and Neo Natal Reports), CoramBAAF PH reports (reports on the birth parents' current and family health history) in respect of children who are being considered for adoption.</p> <p>The local authority will be responsible for liaising with the Agency Medical Adviser to arrange the Permanence Medical so that the report is available for the ADM making</p>		

SERVICE AREA	RESPONSIBILITIES OF THE LOCAL AUTHORITY	RESPONSIBILITIES OF THE REGIONAL ADOPTION AGENCY	NOTES
	<p>the 'Should be placed for Adoption' decision.</p> <p>The local authority social worker will arrange with the foster carer to take the child to the medical and should also attend in person.</p>		
<p><b>'Should be placed for Adoption' decision</b></p>	<p>The designated Agency Decision Maker in each local authority will be responsible for the 'Should be placed for Adoption' decision for the child.</p> <p>The local authority (LA) will undertake a regular review of this decision and associated plans and keep ATV informed in a timely way of any changes/significant developments.</p> <p>If the LA proposes subsequently to change the plan away from adoption, the ADM will be provided with updating paperwork and will be asked to agree the change of plan before it is actioned. It is important that this happens in a timely manner, usually within one month after a Looked After Children (LAC) review proposes a change of Care Plan.</p>	<p>ATV will support the decision-making process and will have an advisory and quality assurance role in this process. ATV will provide professional advice to the local authority agency decision maker.</p> <p>ATV will support this process and will have an advisory role. ATV can provide professional advice to the local authority ADM in considering a change of plan away from adoption.</p>	
<p><b>Formal notifications following ADM decisions</b></p>	<p>The local authority will take responsibility for informing birth parents of 'Should be placed for Adoption' decisions – within 2 days of the decision verbally and within 5 days in writing.</p> <p>The local authority will be responsible for informing birth parents of adoption links agreed by the ADM.</p>	<p>ATV will be responsible for informing prospective adopters of ADM decisions regarding their suitability as adopters.</p> <p>ATV will be responsible for informing prospective adopters of an adoption match agreed by the ADM.</p>	<p>There will be a need for the local authority to identify who in their agency will take responsibility for the formal notifications of 'Should be placed for Adoption' decisions.</p>

SERVICE AREA	RESPONSIBILITIES OF THE LOCAL AUTHORITY	RESPONSIBILITIES OF THE REGIONAL ADOPTION AGENCY	NOTES
<b>Family Finding Process</b>	<p>The local authority will work in partnership with ATV in the family finding process and will ensure Family Finding Referrals are completed in a timely way.</p> <p>The local authority is ultimately responsible for the tracking the progress of each case.</p>	<p>ATV will lead the family finding process in consultation with the local authority.</p>	
<b>Communication during the family finding process</b>	<p>It will be the responsibility of the local authority to keep the CPR updated and to inform the family finder of any changes in the child’s development or circumstances (e.g. change of placement).</p>	<p>A Family Finder will be allocated during the early stages of profiling and will keep a watching brief until it is clear that a ‘Should be placed for Adoption’ decision will be made.</p> <p>ATV will keep the local authority regularly updated about progress on family finding.</p>	
<b>Priority Children</b>	<p>The local authority is responsible for identifying at the earliest opportunity a child with a likely plan for adoption where the child is:</p> <ul style="list-style-type: none"> <li>▪ Aged four or over</li> <li>▪ From a BAME heritage</li> <li>▪ Part of a sibling group of two or more</li> <li>▪ Has a disability or medical condition</li> </ul> <p>The local authority will gather and assess the relevant information and forward a Family Finding Referral to ATV as soon as possible.</p> <p>Where targetted recruitment such as Press, Radio and Digital Media advertising is needed, the local authority will be responsible for obtaining the relevant consents to such</p>	<p>ATV may recommend a specific service is commissioned for Priority Children which may involve some or all of the following:</p> <ul style="list-style-type: none"> <li>▪ Increased publicity – DVD, photos etc</li> <li>▪ Profile the child at specific events</li> <li>▪ Attempt to recruit adopters specifically for the child</li> <li>▪ Provide additional training and preparation for potential adopters</li> <li>▪ Advise on or assist with additional preparation work with the child</li> <li>▪ Liaise with social worker/foster carer and supervising social worker to gain information regarding the child</li> </ul>	

SERVICE AREA	RESPONSIBILITIES OF THE LOCAL AUTHORITY	RESPONSIBILITIES OF THE REGIONAL ADOPTION AGENCY	NOTES
	advertising, and for the costs involved.	<ul style="list-style-type: none"> <li>▪ Co-ordinate with any specialist family finding services the local authority has commissioned</li> <li>▪ ATV Marketing Manager can advise about specialist media advertising</li> </ul>	
<b>Preparation of the child for permanence</b>	<p>The local authority social worker is responsible for all statutory duties and direct work with the child in relation to permanency planning and care proceedings.</p> <p>The local authority is responsible for preparing the child for an adoptive or special guardianship placement.</p> <p>This direct work with children should be ongoing during permanency planning so that children understand the plans.</p>	ATV will provide consultation to local authority staff around the preparation of the child in respect of the future adoptive or special guardianship placement.	
<b>Life Story Books</b>	<p>The local authority will be responsible for the preparation of the child's Life Story Book, for both adoptive and special guardianship placements. Collection of materials for the Life Story Book should start early in the child's looked after journey.</p> <p>For children with a plan for adoption, the first draft of the book will be handed to the prospective adopters at the latest by the second adoption review with the final version being handed over within 10 days of the Adoption Hearing. An electronic version will be made available to adopters as well as a paper copy. The Local Authority will keep a copy of the child's Life Story Book on the child's adoption file.</p>	ATV will offer advice and consultation to the local authority on the production of Life Story Books.	

SERVICE AREA	RESPONSIBILITIES OF THE LOCAL AUTHORITY	RESPONSIBILITIES OF THE REGIONAL ADOPTION AGENCY	NOTES
	<p>Good practice would also be for the Life Story Book to be handed to the Special Guardians within 10 days of the Order being made, and an electronic version to be made available as well as a paper copy.</p>		
<b>Later Life Letter</b>	<p>The local authority will be responsible for completing the Later Life Letter and handing it to the adopters within 10 days of the Adoption Hearing.</p> <p>Good practice would be for the Later Life Letter to be handed to the Special Guardians within 10 days of the Order being made.</p>	<p>ATV will offer advice and consultation to the local authority on the formatting and production of Later Life Letters.</p>	
<b>Letter box contact</b>	<p>The local authority will be responsible for referring to the letter box service.</p>		
<b>Adoption Matching and Linking</b>	<p>The child's social worker and preferably the team manager will attend any linking and matching meetings and the adoption panel.</p>	<p>ATV will take lead responsibility for all aspects of the adoption linking and matching process, but will always involve the local authority in the decision-making process.</p> <p>Where these are held, ATV will chair adopter shortlisting, linking and formal matching meetings as part of the process.</p>	
	<p>The local authority is responsible for:</p> <ul style="list-style-type: none"> <li>▪ Updating the Child Permanence Report. This report should be updated within 3 months of the</li> </ul>	<p>ATV is responsible for completing the Adoption Placement Report (APR)</p> <p>ATV will arrange, chair and facilitate the Matching Panel.</p>	

SERVICE AREA	RESPONSIBILITIES OF THE LOCAL AUTHORITY	RESPONSIBILITIES OF THE REGIONAL ADOPTION AGENCY	NOTES
	<p>adoption matching panel.</p> <ul style="list-style-type: none"> <li>▪ Ensuring the children permanency medical report is no more than a year old for children over age two, and no more than 6 months old for children under two.</li> <li>▪ Ensuring the APR accurately reflects the needs of the child.</li> </ul>		
<b>Matching decisions</b>	The Agency Decision Maker in each local authority will be responsible for making the Matching decision.	ATV will support the ADM Matching decision to meet timescales and ensure all relevant information is available including Panel minutes.	Panel and ADM meetings and processes will need to be closely co-ordinated between ATV and the local authority to meet timescales and ensure all relevant information is available.
<b>Formal notifications prior to the placement of a child</b>	The local authority will take responsibility for sending out formal notifications of a child's placement in advance to health, education and to the local authority where the child will be living post-placement.		
<b>Adoption and Special Guardianship allowances</b>	<p>The local authority will meet the costs of the introductions expenses for their own foster carers or IFA foster carers.</p> <p>Adoption and special guardianship allowance assessments are undertaken by the local authority prior to placement and where eligible.</p>	ATV will refund agreed expenses for prospective adopters during linking and introductions.	

SERVICE AREA	RESPONSIBILITIES OF THE LOCAL AUTHORITY	RESPONSIBILITIES OF THE REGIONAL ADOPTION AGENCY	NOTES
	<p>Adoption allowances are reviewed annually by the child's local authority.</p> <p>Special guardianship allowances are reviewed by the child's local authority and within the time period set at each review.</p> <p>Any discretionary settling in grants or exceptional allowances will be agreed by the local authority eg. vehicles for larger sibling groups.</p>		
<b>Pre-order applications to the Adoption Support Fund</b>	<p>The local authority will be responsible for assessing the pre-order adoption or special guardianship therapeutic support needs of the child. The local authority will be responsible for timely completion of the reports needed for an application to the Adoption Support Fund and to provide this to ATV.</p> <p>The local authority will be responsible for sourcing an appropriate provider to meet the assessed therapeutic needs.</p>	<p>ATV will provide advice on the potential therapeutic support needs of adopted and special guardianship children, and on the sourcing of therapeutic providers.</p> <p>ATV will submit the Adoption Support Fund application, using the assessment, costings and other commissioning information provided by the local authority.</p>	
<b>Application for an Adoption Order</b>	<p>The local authority will ensure the prospective adopters have a copy of the child's birth certificate and Placement Order, in order for them to lodge their application to adopt the child</p> <p>The child's social worker is responsible for the completing the Annex A report with input for Section C from the</p>	<p>Where the prospective adopters are ATV adopters, then ATV will support and advise them in completing their application to adopt to be submitted to the Court.</p> <p>Where the Prospective adopters are ATV adopters, the link social worker will complete</p>	

SERVICE AREA	RESPONSIBILITIES OF THE LOCAL AUTHORITY	RESPONSIBILITIES OF THE REGIONAL ADOPTION AGENCY	NOTES
	<p>prospective adopters link social worker.</p> <p>The local authority will be responsible for submitting the completed Annex A Report to the Court when requested.</p> <p>Where the local authority wishes to submit the Annex A report with the adoption application this will be their responsibility.</p> <p>In the event of a contested adoption, where a birth parent seeks and is granted leave to contest, then the local authority is responsible for funding any agreed legal representation for the prospective adopters.</p>	<p>section C of the Annex A report and provide this to the child's social worker.</p> <p>Where the prospective adopters are approved by another adoption agency it would normally be that agency who would support them in submitting their application to adopt.</p> <p>ATV will reimburse the Court fee where prospective adopters request this.</p>	
<b>Child's Adoption File</b>	<p>The Local Authority is responsible for creating and completing the child's adoption file. The regulations stipulate that the adoption file should be created as soon as the Care Plan becomes Adoption.</p>	<p>ATV will ensure the child's social worker receives copies of family finding and matching documents for the child's adoption file.</p>	
<b>Pre-order Disruptions</b>	<p>The local authority will have responsibility for placements that disrupt prior to the Adoption and Special Guardianship Order being made and will activate their own procedures in these circumstances.</p>	<p>ATV will support the disruption process and work closely with the local authority in such cases, including providing attendance at disruption meetings.</p>	
<b>Applications to the court and Annex A's</b>	<p>The LA is responsible for writing the birth parent and child's sections of the Annex A.</p> <p>The LA is responsible for collecting the application forms and documents from the prospective adopters.</p> <p>The LA is responsible for collating the Annex A and</p>	<p>When the child is placed with an ATV adopter, the adopter's social worker will write the adopter's section of the Annex A report and send it to the child's social worker.</p> <p>When the child is placed with an ATV adopter, the adopter's social worker will assist the</p>	

SERVICE AREA	RESPONSIBILITIES OF THE LOCAL AUTHORITY	RESPONSIBILITIES OF THE REGIONAL ADOPTION AGENCY	NOTES
	<p>checking the content with legal.</p> <p>The LA is responsible for ensuring the application form, documents and Annex A are submitted to the court, either hand delivered or by recorded delivery.</p>	<p>adopters with the application form and gathering their documents and arrange for the reimbursement of the fee.</p> <p>In inter agency placements, ATV will still reimburse the court fee if the child's social worker tells us they have, or are about to, submit the papers to the court.</p>	

## NON-AGENCY ADOPTIONS

SERVICE AREA	RESPONSIBILITIES OF THE LOCAL AUTHORITY	RESPONSIBILITIES OF THE REGIONAL ADOPTION AGENCY	NOTES
The Local Authority receive an enquiry from someone interested in adopting a step child or other child they are raising (non-agency adoption)	The local authority must provide 'advice and counselling' about the process and about alternatives to adoption.	Enquiry comes to enquiry officer. Advice is given via monthly information meetings held across the RAA to which the enquiry officer will invite prospective applicants. If they are not able to attend, the enquiry officer will ask the manager of non-agency adoptions to phone them.	
If the person wishes to proceed with an application they need to formally notify the Local Authority of their "intention to proceed".		At the information meeting, or following the phone call, they will receive an application form to complete and this forms their notification of intent to adopt. Once the application, including signed consent to checks, is received and accepted, the applicant(s) are notified.	
To apply for an Adoption Order, the prospective adopter lodges an application with the court,	The LA is responsible for collating the Annex A and checking the content with legal (this does not happen in Swindon). The Annex A should be submitted to the Court via the legal department or directly.	During the 3-month period from receiving the notification of intent to adopt and when the applicant(s) are able to make their application to the Court, the manager of non-agency adoptions will allocate a qualified social worker to work with the family to prepare the Annex A report which the Court will require.	

<p>“no less than 3 months and no more than 2 years after giving the formal (written) notification” to the Local Authority.</p>			
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### **ADOPTER RECRUITMENT**

<b>RESPONSIBILITIES OF THE LOCAL AUTHORITY</b>		<b>RESPONSIBILITIES OF THE REGIONAL ADOPTION AGENCY</b>	<b>NOTES</b>
<b>RECRUITMENT OF ADOPTERS</b>	<p>The local authority will ensure that information relevant to potential adopters is included in its own marketing materials and on its website, clearly signposting potential adopters to the ATV website and not to any other agency.</p>	<p>ATV will be responsible for recruiting adopters appropriate to the needs of children waiting in each local authority.</p> <p>Marketing information will reflect the fact that ATV is delivering the service on behalf of partnering local authorities.</p>	
<b>Enquiries</b>	<p>The local authority will signpost any enquiries from potential adopters to ATV and not to any other agency.</p>	<p>ATV will provide a centralised enquiry process to meet all statutory requirements.</p> <p>ATV will provide written information to potential adopters and hold a programme of information events.</p>	
<b>Foster carers wishing to adopt a child in their care</b>	<p>The local authority will advise the foster carers to make a formal enquiry to ATV.</p> <p>The local authority will share its considered opinion on the</p>	<p>ATV will liaise closely with the local authority to give full consideration to enquires from a child’s foster carer, and where appropriate to fully assess them as prospective adopters.</p>	

RESPONSIBILITIES OF THE LOCAL AUTHORITY		RESPONSIBILITIES OF THE REGIONAL ADOPTION AGENCY	NOTES
	<p>suitability of this match to ATV and will provide any relevant information.</p> <p>The local authority is responsible for paying any transitional adoption allowance to former foster carers.</p>		
<b>Stage One</b>	The local authority will provide all information required for statutory checks of potential adopters who are resident in the local authority.	ATV will undertake all Stage One functions.	
<b>Stage Two</b>		ATV will undertake all Stage Two functions.	
<b>Legal and Medical advice in respect of adopter assessments and approvals</b>		ATV will be responsible for obtaining legal and medical advice for adopters.	
<b>Prospective Adopter Reports</b>		ATV will complete the Prospective Adopters Report (PAR).	
<b>Approvals</b>		<p>ATV will arrange, chair and facilitate the Adoption Approval Panel.</p> <p>ATV Agency Decision Makers will be responsible for all adopter approvals and de registrations.</p>	

## PREPARATION OF THE ADULTS FOR PERMANENCE

<b>Post-approval support and training for adopters</b>		ATV will provide post-approval support and training to approved adopters.	
<b>Preparation of prospective adopters and special guardians for post-order direct and indirect contact</b>	The local authority is responsible for preparing prospective special guardians for post-order direct and indirect contact.	ATV will provide post-approval support and training to approved adopters around direct and indirect contact.  ATV will provide specialist consultation to local authority staff in relation to post-order special guardianship contact.	
<b>Preparation of birth relatives for post-order direct and indirect contact</b>	The local authority is responsible for referring birth relatives for support regarding post-order contact.	ATV has independent birth relative workers and can provide specialist consultation to local authority staff in relation to post-order contact for birth relatives.	

### **PERMANENCE SUPPORT SERVICES**

<b>RESPONSIBILITIES OF THE LOCAL AUTHORITY</b>		<b>RESPONSIBILITIES OF THE REGIONAL ADOPTION AGENCY</b>	<b>NOTES</b>
<b>Scrutiny of adoption support plans and special guardianship support plans</b>	The local authority is responsible for developing adoption and special guardianship support plans and ensuring they are agreed by adopter/special guardians and that all parties have signed copies.	ATV is responsible for providing adoption support and special guardianship support services only where the support plan has been agreed by ATV.  ATV will provide consultation services to the	ATV to provide a template support plan to Local Authorities of support which can be guaranteed but if other support is needed this

RESPONSIBILITIES OF THE LOCAL AUTHORITY	RESPONSIBILITIES OF THE LOCAL AUTHORITY	RESPONSIBILITIES OF THE REGIONAL ADOPTION AGENCY	NOTES
		local authority in relation to adoption and special guardianship support plans.	will need prior discussion/agreement with ATV.
<b>Providing information about adoption and special guardianship support</b>	The local authority will share information about ATV to all adoptive and special guardianship families, pre- and post-order, who may require support now or in the future	ATV will provide information about adoption support and special guardianship support services for the local authority.	
<b>Adoption and special guardianship support</b>	<p>The local authority will signpost all referrals for post-order support from adoptive and special guardianship families to ATV.</p> <p>The local authority will, in exceptional circumstances, consider funding requests for special guardianship and adoption support services which are not included in the ATV core offer.</p>	<p>ATV is responsible for assessing the support needs of those adoptive and special guardianship families, and relevant other parties, legally eligible for an assessment, and who request an assessment.</p> <p>ATV is responsible for providing or commissioning all adoption support and special guardianship support services.</p> <p>Where an assessment of support needs identifies the need for support services outside the ATV core offer (from education, health, other social care services from the local authority) ATV will refer to the relevant agency.</p> <p>ATV is responsible for providing adoption support and special guardianship support services only where the support plan has been</p>	A referral pathway to be agreed for referrals to ATV and for referrals to the local authority for requests for funding for additional services outside the ATV core offer.

RESPONSIBILITIES OF THE LOCAL AUTHORITY	RESPONSIBILITIES OF THE LOCAL AUTHORITY	RESPONSIBILITIES OF THE REGIONAL ADOPTION AGENCY	NOTES
		<p>agreed by ATV.</p> <p>ATV will facilitate the transfer of cases between ATV and other local authority outside ATV, to allow the responsible local authority to meet the support needs where a family wishes to access support.</p>	
<p><b>Adopted and special guardianship young adults</b></p>	<p>The local authority will assess adopted and special guardianship young adults over the age of 18 years for adult services where appropriate.</p> <p>The local authority will signpost all adopted and special guardianship young adults eligible for the Adoption Support Fund (ie. previously LAC), up to and including the age of 21 years or 25 years if they have an Education Health and Care Plan (EHCP), to ATV for an assessment of needs.</p> <p>The local authority will signpost Adults Affected by Adoption to ATV for services or advice and signposting as appropriate.</p>	<p>ATV will refer adopted and special guardianship young adults over the age of 18 years to local authority adult services where appropriate.</p> <p>ATV will provide special guardianship and adoption support services to young people and their families until the young person reaches 18 years.</p> <p>For young adults eligible for the Adoption Support Fund (ie. previously LAC), ATV will provide assessments of need and make applications to the Adoption Support Fund where appropriate until the young person reaches up to and including 21 years, or 25 years if they have an EHCP.</p> <p>ATV will provide Access to Adoption Records services to adopted young people and adults over the age of 18 years.</p>	<p>ATV does not provide intermediary services except in exceptional cases where the additional funding involved is agreed by the responsible local authority.</p>
<p><b>Safeguarding</b></p>	<p>Where a safeguarding referral is made to the local</p>	<p>Where a safeguarding concern is identified by</p>	

RESPONSIBILITIES OF THE LOCAL AUTHORITY	RESPONSIBILITIES OF THE REGIONAL ADOPTION AGENCY	RESPONSIBILITIES OF THE REGIONAL ADOPTION AGENCY	NOTES
<p><b>referrals involving an adopted or special guardianship child</b></p>	<p>authority involving an adopted or special guardianship child, the local authority is responsible for conducting any appropriate section 47 investigation and allocation of a social worker where thresholds are met. The local authority will also immediately notify ATV of the referral.</p> <p>Where there is an allocated social worker from ATV for a child who becomes subject to a strategy meeting, the local authority will invite ATV to contribute to the strategy meeting.</p> <p>Where a Section 47 investigation and Child and Family assessment is undertaken by the local authority in relation to an adopted or special guardianship child, the local authority holds primary case responsibility and will work in partnership with ATV.</p> <p>Where a case proceeds to a Child Protection Plan, and where ATV's role has come to an end, the local authority can continue to access ATV for consultation in relation to adoption and special guardianship support when required.</p> <p>Where a case proceeds to a Child Protection Plan, and special guardianship or adoption support services from ATV continue, the local authority holds primary case responsibility and will work in partnership with ATV.</p>	<p>ATV in the course of their work, and is assessed to reach safeguarding thresholds, a referral will be made to the appropriate local authority safeguarding team.</p> <p>Where there is an allocated ATV social worker for a child subject to a strategy meeting, ATV will contribute to the strategy meeting.</p> <p>Where a Section 47 investigation and Child and Family assessment is undertaken by the local authority, ATV will have a secondary role specifically in relation to special guardianship support or adoption support needs and will work in partnership with the local authority.</p> <p>Where a case proceeds to a Child Protection Plan, and this becomes primary route for providing support to the family, ATV's role will come to an end unless there is specific ongoing support being provided through ATV in relation to special guardianship or adoption support needs. Where support services from ATV continue, this will be a secondary role specifically in relation to special guardianship support or adoption support needs, and ATV will work in partnership with the local authority.</p>	
<p><b>Post-order</b></p>	<p>Where a safeguarding referral is made to the local</p>	<p>Where an actual or potential disruption</p>	<p>A protocol for</p>

	RESPONSIBILITIES OF THE LOCAL AUTHORITY	RESPONSIBILITIES OF THE REGIONAL ADOPTION AGENCY	NOTES
<p><b>disruptions (safeguarding)</b></p>	<p>authority in relation to a potential or actual disruption of an adoptive or special guardianship placement, the local authority is responsible for conducting the appropriate assessment or investigation and allocation of a social worker where safeguarding thresholds are met. The local authority will also immediately notify ATV of the referral.</p> <p>The local authority will hold case responsibility and will work in partnership with ATV.</p> <p>Where a case then proceeds to LAC, Child Protection (CP) or Children in Need (CIN), and ATV's role has come to an end, the local authority can continue to access ATV for consultation in relation to adoption and special guardianship support when required.</p> <p>The local authority will inform ATV of any disruptions involving an adopted or special guardianship child.</p> <p>The local authority will contribute relevant information and attend post-order adoption and special guardianship disruption meetings.</p> <p>The local authority will provide a chair for special guardianship and adoption disruption meetings who is independent of the services involved in the child and special guardians'/adopters' pre- and post-order assessment and support.</p>	<p>(safeguarding concern) is identified by ATV in the course of their work, a referral will be made to the appropriate local authority safeguarding team.</p> <p>Where a section 47 investigation and Child and Family assessment is undertaken, ATV will have a secondary role specifically in relation to special guardianship or adoption support and will work in partnership with the local authority.</p> <p>Where a case proceeds to LAC (first review), CIN plan or a Child Protection Plan, and this becomes the primary route for providing support to the child and family, ATV's role will come to an end unless there is specific ongoing support being provided through ATV in relation to special guardianship or adoption support needs. Where support services from ATV continue, ATV will have a secondary role specifically in relation to special guardianship support or adoption support needs and will work in partnership with the local authority.</p> <p>ATV will provide consultation services to the local authority social workers in relation to adoption and special guardianship disruptions.</p> <p>ATV will gather information about disruptions in the region involving an adopted or special</p>	<p>permanence disruption will be agreed between ATV and local authority partners.</p>

RESPONSIBILITIES OF THE LOCAL AUTHORITY	RESPONSIBILITIES OF THE LOCAL AUTHORITY	RESPONSIBILITIES OF THE REGIONAL ADOPTION AGENCY	NOTES
		<p>guardianship child post-order.</p> <p>ATV will call and organise disruption meetings for open cases, where appropriate, and will contribute relevant information and attend.</p>	
<b>Out-of-hours services</b>	<p>All those service users affected by permanence will have access to their local authority's Emergency Duty Team out of core hours, or their local emergency services.</p>		
<b>Indirect/ Letterbox contact</b>	<p>The local authority will share information about ATV to all adoptive and special guardianship families, pre- and post-order, who may require support now or in the future.</p> <p>The child's social worker is responsible for referring to the letterbox service when the child is placed.</p> <p>The child's social worker is responsible for ensuring that letterbox agreements are signed and recorded on the child's adoption record before transfer to ATV, supported by ATV.</p> <p>It is the responsibility of the child's social worker to ensure birth family members and adopters have had information about the letterbox service, and have had it explained, supported by ATV.</p> <p>A risk assessment for the exclusion of photo sharing is completed by the child's social worker for every letterbox referral.</p>	<p>ATV will provide information about letterbox services for the local authority.</p> <p>ATV will facilitate Letterbox contact between adoptive parents and birth families, to meet the child's needs up to the age of 18 years.</p> <p>Letterbox services will be provided for young adopted adults up to the age of 21 years, where there is significant need and risk, and only with the operational manager's agreement.</p> <p>Electronic copies of letterbox correspondence will be stored by the RAA</p> <p>Letterbox services will be provided by the RAA to families affected by special guardianship only in exceptional circumstances where there is significant need and risk, and only with the</p>	<p>A referral pathway for Letterbox contact needs to be agreed between ATV and the local authority partners.</p>

RESPONSIBILITIES OF THE LOCAL AUTHORITY		RESPONSIBILITIES OF THE REGIONAL ADOPTION AGENCY	NOTES
	Physical copies of letterbox correspondence will be stored in the LA archives when the letterbox case is closed.	operational manager's agreement  ATV will provide consultation services to the local authority in relation to Letterbox contact.	
<b>Supervising post-order contact, including siblings contact, for adoptive and special guardianship families</b>	The local authority is responsible for direct supervised contact arrangements, post adoption and special guardianship order, where there is an assessed need for a contact supervisor to safely manage the risk.	ATV will support families referred for a review of contact arrangements; provide advice and guidance; and provide support to step-down from supervised to unsupervised contact arrangements. A maximum of three direct contacts will be facilitated by ATV in the course of this work.  ATV will refer special guardianship and adoption support contact arrangements to the local authority.  ATV will review and honour those adoption contact agreements, previously supervised and supported by Berkshire Adoption Advisory Service (BAAS), where there is a continued assessed need/risk.  ATV will provide consultation services to the local authority in relation to supporting therapeutic contact post-order.	A referral pathway to the local authority for supervised contact will be agreed between ATV and local authority partners.
<b>Adoption and special guardianship</b>	Adoption and special guardianship allowances and grants remain the responsibility of the local authority which agreed the support at the point of placement.	Where a post-order adoption or special guardianship family requests an allowance/grant as part of a request for	A referral pathway to the local authority for allowances to be agreed

RESPONSIBILITIES OF THE LOCAL AUTHORITY		RESPONSIBILITIES OF THE REGIONAL ADOPTION AGENCY	NOTES
<b>allowances</b>	<p>Adoption and special guardianship allowances and grants will be assessed by the local authority prior to placement and, where eligible, as part of the support plan.</p> <p>The local authority is responsible for reviewing adoption and special guardianship allowances and grants, in line with local authority policy.</p>	<p>support, the request will be included within the assessment of support needs conducted by ATV.</p> <p>Where an ATV social worker assesses a need for a financial allowance/grant, the assessment and recommendations will be referred back to the local authority for a decision.</p>	<p>between ATV and the partner local authorities.</p>
Adoption Support Fund (ASF)	<p>The local authority will undertake all assessments of need in relation to adoptive and special guardianship placements pre-order. If a therapeutic need is assessed which is eligible for the ASF the local authority will source appropriate therapeutic support and will refer to ATV to make the funding application for this support.</p> <p>The local authority is responsible for financial audit processes in relation to compliance with ASF requirements.</p> <p>The LA remains responsible for ASF-funded therapeutic packages commissioned prior to 1 December 2017.</p>	<p>ATV will be responsible for undertaking all support needs assessments and funding applications to the ASF in relation to post-order adoption and special guardianship.</p> <p>ATV will provide consultation services to the local authority in relation to the ASF.</p>	
Match funding for the Adoption Support Fund (ASF)	<p>The local authority is responsible for match-funding, where the local authority decision-maker decides the application meets the local authority thresholds for match-funding support.</p> <p>The LA will provide written confirmation of match-funding decisions before the RAA are able to submit an</p>	<p>Where ATV assesses the need for match funding, the assessment and recommendations will be referred to the local authority for a decision.</p>	<p>A referral pathway to the local authority for match funding to be agreed between ATV and the local authority.</p>

RESPONSIBILITIES OF THE LOCAL AUTHORITY		RESPONSIBILITIES OF THE REGIONAL ADOPTION AGENCY	NOTES
	ASF application.		
Subject Access Requests (SAR)	<p>The local authority is responsible for facilitating SARs - requests for access to a child's local authority records and files, rather than for adoption files.</p> <p>The local authority will liaise with ATV on open cases, to gather information in order to inform decisions about information sharing.</p>	ATV will work in partnership with the local authority in order to inform decisions about risk and information sharing.	
Requests for access to children's adoption files	For those adoption files held by the local authority, the local authority will liaise with ATV on open cases, to gather information in order to inform decisions about information sharing, and to facilitate access.	For those adoption files held by ATV, ATV will facilitate access.	<p>A referral pathway needs to be agreed for the RAA to access LA children's adoption files <i>*referral pathway will be required at the point RAA social workers can no longer access LA files</i></p> <p><b>There is also a need for a pathway to be developed for other professionals working with these families to access pre and post order records where this is needed to facilitate their work with the family (eg: therapeutic lifestory work conducted by an external therapist)</b></p>

RESPONSIBILITIES OF THE LOCAL AUTHORITY		RESPONSIBILITIES OF THE REGIONAL ADOPTION AGENCY	NOTES
Birth Relative Support services	<p>The local authority will share information about RAA birth relative support services to all birth relatives affected by adoption (pre- and post- order), who may require support now or in the future.</p> <p>The local authority child's social worker will provide information around birth relative support services, including written information, to birth parents and to relatives affected by adoption.</p> <p>The local authority child's social worker is responsible for making birth relative support referrals to the RAA when the child's plan for adoption is agreed, and at any later point.</p> <p>The local authority will share information about RAA birth relative support services to all birth relatives affected by special guardianship, who may require support now or in the future. <b><u>This is only available to Oxfordshire families currently</u></b></p>	<p>The RAA will provide information about birth relative support services for the local authority.</p> <p>The RAA will provide or commission all birth relative support services for birth relatives affected by adoption.</p> <p>Birth relative support services will be provided by ATV to families affected by special guardianship only in exceptional circumstances where there is significant need and risk, and only with the operational manager's agreement. <b><u>This is only available to Oxfordshire families currently.</u></b></p>	A referral pathway to be agreed between ATV and local authority partners.
Requests for Access to Adoption records (Birth records counselling)	The local authority will signpost all requests for access to adoption records to ATV.	<p>ATV will provide information about Access to Adoption Records services for the local authority.</p> <p>ATV will provide statutory services to adults affected by adoption to access their adoption records, to adopted adults living within the</p>	A referral pathway to be agreed between ATV and local authority partners.

RESPONSIBILITIES OF THE LOCAL AUTHORITY		RESPONSIBILITIES OF THE REGIONAL ADOPTION AGENCY	NOTES
		ATV region. Adopted adults living outside the region, but where their adoption records are held within the region, will be signposted to their local authority, but will be provided a statutory service by ATV if they request it.	
<b>Intermediary service for adopted adults</b>	Local authority to contract if required.	Intermediary services will be provided to adopted adults only in exceptional circumstances where there is significant need and risk, and only with the operational manager's agreement.	
<b>Intermediary service to relatives of adopted person seeking information and contact with the adopted person (BRIC)</b>	Local authority to contract if required.	The local authority can make a request to ATV to commission this work.	

## SERVICE USER ENGAGEMENT

RESPONSIBILITIES OF THE LOCAL AUTHORITY		RESPONSIBILITIES OF THE REGIONAL ADOPTION AGENCY	NOTES
<b>Adoption</b>		ATV will engage with adopters, adoptees (children, young people and adults) and birth relatives affected by adoption, individually and in groups with the aim of improving the services available.	
<b>Special guardianship</b>		ATV will engage with special guardians, special guardianship children and young people, and birth relatives affected by special guardianship, individually and in groups with the aim of improving the services available.	
<b>Significant others</b>		Where appropriate, ATV will engage with significant others identified in legislation (eg. siblings of adopted or special guardianship children), individually and in groups with the aim of improving the services available.	

## PERFORMANCE MANAGEMENT & INSPECTION

RESPONSIBILITIES OF THE LOCAL AUTHORITY		RESPONSIBILITIES OF THE REGIONAL ADOPTION AGENCY	NOTES
<b>Data provision</b>	The local authority will be responsible for providing key data to ATV on performance.		
<b>Data analysis</b>		ATV will produce standardised quarterly reports to the local authority on performance.	A reporting schedule has been agreed with the ATV

RESPONSIBILITIES OF THE LOCAL AUTHORITY		RESPONSIBILITIES OF THE REGIONAL ADOPTION AGENCY	NOTES
			Project Board.
<b>OFSTED</b>		ATV will comply with current and future Ofsted requirements.	

## MISCELLANEOUS

	RESPONSIBILITIES OF THE LOCAL AUTHORITY	RESPONSIBILITIES OF THE REGIONAL ADOPTION AGENCY	NOTES
<b>Complaints</b>	The local authority link manager will immediately inform the ATV Service Manager if a service user makes a complaint in relation to ATV.	Oxfordshire's complaints process will be followed in the event of a complaint about ATV (as host authority)  ATV will provide consultation services to the local authority regarding complaints in relation to adoption (pre- and post- order) and special guardianship (post order).	Agreement needs to be reached regarding complaint process where complaint relates to the local authority but where ATV are currently the case-holding agency. Local authority complaints teams and OCC complaints team need to liaise and agree procedure where both agencies are involved.
<b>Freedom of Information requests (FOI)</b>	The local authority link manager will immediately inform the ATV Service Manager if an FOI request is received that relates to ATV.  The local authority process will be followed in relation to FOIs and will be led by the local authority.	ATV will work in partnership with the local authority to respond to FOIs.	
<b>Intercountry adoptions</b>		This work will be undertaken by Intercountry Adoption Centre (IAC) on behalf of ATV.  Post-order support will be provided to families formed by intercountry adoption as they would for domestic adoptions.	Agreement needs to be reached regarding complaint process where complaint relates to the local authority but where ATV are currently the case holding agency. Local authority complaints teams and

RESPONSIBILITIES OF THE LOCAL AUTHORITY		RESPONSIBILITIES OF THE REGIONAL ADOPTION AGENCY	NOTES
			OCC complaints team need to liaise and agree procedure where both agencies are involved.
<b>Non-Agency adoptions</b>		ATV will undertake non-agency adoption assessments (usually step-parent adoptions) on behalf of the local authorities	

**Appendix C – Staffing Structure of Adopt Thames Valley**

**Teresa Rogers**  
ATV Service Manager

**ATV Woodley**

**ATV Oxford/Swindon**

**ATV Permanence Support**

**Team Manager**  
Claire Corcoran

**Adoption Advisor**  
Gill Black

**Team Manager**  
Diane Holloway

**Team Manager**  
Pauline Upstone

**Adoption Advisor**  
Nicola Chambers

**Team Manager (Oxford)**  
Kate Elliott

**Team Manager (Woodley)**  
Sam Viner

**Team Manager**  
Jo Neale

**Birth Relative SP**  
Mick Bradshaw

**Assistant Team Manager**  
Caroline Nicholls (locum)

**Assistant Team Manager**  
vacant

**Assistant Team Manager**  
Wendy Esterhuysen

**Senior Practitioners**  
Jayne Kulan  
Susan Robertson  
Joanne Madden  
Julie Knapper  
Marissa Tredoux  
Adam Walters  
Hannah Gervais

**Recruitment & Marketing Manager**  
Saskia Merry

**Senior Practitioners**  
Anna Fazackerley  
Sally Lawson  
Anne McKay  
Liz Moran  
Katie Woollard  
Jude Cranston

**Senior Practitioners**  
Rachel Williamson  
Debra Brady  
Marlies James  
Cath Brooke

**Senior Practitioners**  
Tatiana Lucena  
Amanda Loosemore  
Sharon Darroux  
Shirley Popat

**Social Workers**  
Sophie Jones  
Susan Murtagh  
Jenny Collins  
Susan Beale

**Social Workers**  
Laura Pennicott  
Ruth Undy  
Maia Byrne  
Krissy Mobley (Swindon)  
Osayi Ebohon (locum)  
Anna Kieran (locum)  
Kate Fearon  
Hannah Ferris

**Social Workers**  
Stephanie Cowen  
Trefor Williams  
Rachel Willis  
Elizabeth Agar  
Imogen Parker  
Alex Webb  
Joanna Cowley  
Jessica Grant

**Social Workers**  
Lin Rogers  
Cat McLeod  
Kim Satchell  
Naomi Josey

**Family Support Workers**  
Francesca Geary  
Lauren Bathe

**Family Support Worker**  
Hannah Adams

**Permanence Support Co-ordinator**  
Hayley Weeks (Swindon)

**Appendix D – Administrative Structure of Adopt Thames Valley**

**Senior Administrative Officer**  
Amy Keylock

**ATV administrators - Oxford**

**ATV administrators - Woodley**

**Adoption Team Admin**  
Katherine Randell

**Permanence Support Team Admin**  
Sam Foulkes

**Letterbox Admin**  
Sam Foulkes

**Enquiry Officer**  
Karen Camp

**Service Manager Admin**  
Vacant

**Panel Admin**  
Debora Bestetti

**Permanence Support Team Admin**  
Christian Scott-Heal

**Adoption Team Admin**  
Maria Brown  
Teresa Hudson

**Letterbox Admin**  
Denise Bance

**Interim Panel Admin**  
Rebecca Lewendon

## **Appendix E – Our Vision**

### **Our Children:**

- Are treated as individuals, understanding their past and looking forward to a positive future
- Have the best placement, whatever their needs and backgrounds
- Will not have to wait longer than necessary to meet their new adoptive family
- Know that their families are skilled and prepared and have the support they need for as long as they need

### **Our Adopters:**

- Feel valued, listened to and respected at all times
- Know that their families are skilled and prepared and have the support they need for as long as they need
- Receive a high-quality, consistent and fair service, wherever they are and whoever they are
- Receive excellent seamless support for their family whenever they need it
- Feel encouraged and inspired to work in partnership to develop innovative and creative services

### **Birth Families and Relatives**

- Feel valued, listened to and respected at all times
- Supported to have the right level of contact for their child
- Confident in the quality of parenting adopted children will receive

### **Our Staff**

- Are proud to work in a culture that has permanency for children at the centre of everything it does
- Feel supported and encouraged to be innovative and creative in the interests of children
- Are trusted and valued by everyone for their expertise and knowledge
- Have the time and resources to do the job well

### **Our Community**

- Are part of our vision, promoting our values, working together for children and families
- Develop strong relationships, working as one to provide creative, agile and flexible services
- Bring new ways of working, innovation and challenge
- Are focussed on strong performance and outstanding outcomes



**A child's future starts with you**  
*Adoption – it's a journey worth making*

**Adopt Thames Valley**

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Tel: 01865 895050

Lucy Butler  
Director for Children,  
Education & Families,  
Oxfordshire County Council

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