

ADOPTION INSPECTION ACTION PLAN 2009

	Action – Requirements	Responsibility	Timescale	Progress
1.	Standard 4, The Adoption Agencies Regulations 2005 - Regulation 25			
	Requirement: Ensure that all prospective adopters are involved in a thorough and comprehensive assessment.			
	Ofsted timescale for action: 28/09/2009			
	Assessment Quality			
1.1	Confirm the components of a model, high quality assessment.	Head of Service Looked After Children	31 May 2009	
1.2	Arrange audit of all Family Placement Assessments completed during last 2 years, to inform further training and practice requirements.	Head of Service Looked After Children	31 July 2009	
1.3	The Health and Safety check list to be reviewed to prompt a comprehensive assessment of potential hazards	Team Manager (HoS in interim)	30 June 2009	
1.4	Training for staff Arrange workshop for all staff on the assessment model and findings of the audit.	Head of Service Looked After Children	31 August 2009	
1.5	Arrangement to be made within the consortium for workers undertaking adoption assessments to 'shadow' or joint work with an experienced practitioner.	Team Manager (HoS in interim)	start 30 June 2009	
1.6			quarterly seminars	
1.7	The two senior practitioners who are on the Berkshire Adoption Panels to lead seminars for relevant workers to discuss quality of assessments and facilitate case discussion	Team Manager (HoS in interim)		

	Action – Requirements	Responsibility	Timescale	Progress
1.8	Monitoring quality Review the supervision plan for adoption assessments to build in monitoring and analysis throughout the process.	Team Manager (HoS in interim)	30 June 2009	
1.9	Update the front sheet and checklist for papers to Adoption Panel.	Head of Service Looked After Children	31 May 2009	
	Draw up specification for the use of external assessors for family placement assessments.	Head of Service Looked After Children	30 June 2009	
<p>2. Standard 20, The Local Authority Adoption Service (England) Regulations 2003- Regulation 6 Requirement: Ensure that staff are organised and managed in a way which delivers an effective service</p> <p>Ofsted timescale for action: 28/09/2009</p>				
2.1	A new team manager has been appointed to start on June 1 st . The new manager has 5 years family placement experience and 5 years experience as an assistant team manager. She will undertake a management qualification course from September 2009.	Head of Service, Looked After Children	Start 1 st June 2009	
2.2	The Head of Service, LAC, will cover the vacancy from 19 April 19 – 1 June 2009.			
2.3	New team manager to be mentored in adoption practice by BAAS and undertake relevant training in adoption		From 1 June 2009	

3. Standard 21, The Local Authority Adoption Service (England) Regulations 2003 - Regulation 10

Requirement: Ensure that there is an adequate number of sufficiently experienced and qualified staff, receiving regular quality supervision and support, to meet the needs of the adoption agency

Ofsted timescale for action: 28/09/2009

3.1	All social workers to attend training on the Independent Review of Determination regulations	Team Manager FPT (HoS in interim)	By 31 August 2009	
3.2	Training in assessments and the competency framework to be undertaken by all social workers in Family Placement team	Team Manager FPT (HoS in interim)	By 31 August 2009	
3.3	Full audit of supervision arrangements, including frequency, recording and quality of reflection/decision making	Team Manager FPT (HoS in interim)	By 31 July 2009	
3.4	Audit of child care assessments against model of a high quality assessment. Note: the actions for staff training & development set out under requirement 1 are also relevant for this requirement.	Head of Service – Looked after Children and Head of Service - Safeguarding	By 31 August 2009	

	Recommendations	Responsibility	Timescale	Progress
	1. National Minimum Standards 2 Recommendation: Ensure that planning meetings for family finding and matching make good use of the professionals involved			
1.1	Head of Service to chair Permanency Planning meetings	Head of Service LAC	To start 1 st June 2009	
1.2	The matching process will be extended to cover all actions until the Adoption Order is made The family finding process to be extended to the matching and placing process	Team Manager (HoS in interim)	By 31 August 2009	
1.3		Team Manager (HoS in interim)	By 31 August 2009	
	2. National Minimal Standards 32 Recommendation: Ensure that child protection training is updated for all those working for the purpose of adoption			
2.1	Administrative staff who are involved with adoption to be trained in basic child protection	Head of Service Safeguarding	31 August 2009	

3. National Minimal Standards 19

Recommendation: Ensure that records retain evidence that all required checks have been satisfactorily completed for all those working for the purpose of adoption

3.1	Adoption Panel recruitment process to be reviewed by BAAS to include comment on any gaps in employment or education history and to ensure photocopies of documents are signed as original being seen.	Service Manager BAAS	31 August 2009	
3.2	Check that all family placement team staff have had all required checks and that these are up to date and compliant with the regulations	Head of Service – Looked After Children	1 st June 2009	