

Placement for Adoption - Adoption Decision Making Process

Flowchart

Paperwork required:

- A front sheet stating what is being reported, the reports included, the recommendations sought and who will be attending Adoption Panel.
- Completed Child Permanence Record/Report (CPR).
- Any court directed assessments and advice.
- Pre-permanence medical/comments.
- Minutes of Professionals' meeting, CiC review, review & template of Care Planning Meeting and any other expert assessments.

Case Referred to Adoption Panel

Social Worker (SW) to send all relevant reports/papers to Panel administrator/Agency Adviser at least **10 working days** before the relevant date of the Adoption Panel.

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Case Referred to Agency Decision Maker (ADM)

Where cases are to be referred directly to the Agency Decision Maker for a decision. The SW will send the relevant reports to the Agency Adviser at least **10 working days** before the relevant date booked with the Agency Decision Maker.

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Agency Adviser to quality assure paperwork submitted.

Agency Adviser to send papers to ADM/panel members **5 working days** before the meeting.
[Adoption Panel \(proceduresonline.com\)](http://proceduresonline.com)

Adoption Decision Meeting - SW to present the case.

To Attend:

- Legal Adviser
- Medical Adviser, where possible
- Agency Adviser

See [Adoption Panel \(proceduresonline.com\)](http://proceduresonline.com)

The final minutes must be produced promptly (2 days) and agreed by the Panel members and then sent to the Agency Decision Maker, together with the reports considered by the Panel, to allow the decision to be made within **7 working days** of receipt of the panel's recommendation and final set of panel minutes.

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After the Decision

Parents will be informed orally of the agency's decision within 2 working days and written confirmation should be sent to them within 5 working days. These arrangements will be made by the ADM and child's SW.

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