

## FF01:OAWY Family Finding Flowchart

Allocation of family finding task. FF arranges an *Initial Family Finding Meeting*. Attended by FF and CSW and, if possible, FC. (Use form FF02)

Early alert to be completed if appropriate (FF06b).

Initial Family Finding must take place within 2 weeks of ShoBPA at the latest.



*Family Finding Review* to be done every three months if an adoptive family not identified (Use form FF03)



FF creates *child's profile* FF06a, FF04 or FF05 this information is taken from initial family finding meeting form (FF02). This is uploaded to Sharepoint and key dates and information recorded on Mosaic Tracker. This is shared at the data tracking and matching meeting



Child/ren added to Adoption Match – this is then activated by the FF 3 months following SHO BPA and if the Placement Order is granted.



If no OAWY families available or appropriate seek permission for an external placement (Form FF07). Ensure there is consent in place for photos (use form FF23). Refer child/ren to Link Maker. Child should be featured at appropriate national exchange days and profiling events.



FF gather's PARs and shortlists 3 PAR for CSW. Sends PARs and PAR Sharing form (FF08) to CSW.



A *Par Sharing Meeting/discussion* should be held within one week of sharing of PARs and the PAR sharing form should be completed identifying the chosen family with relevant signatures (FF07).



*Linking Visit* to prospective adoptive family – attended by FF, ASW, CSW



*Pre-match meeting (FF09)* within 1 week of linking visit-included in this meeting: booking panel, Adoptive family meeting FC & medical advisor, CPR updates, arranging LAD, discuss bump in to meeting. Attended by FF, ASW, CSW, SSW. Complete form FF08.



Adoption Placement Report (FF10) and Adoption Support Plan (FF11) are completed by OAASW and CSW. If external this is supported by the FF. Gather all paperwork needed for panel: see 'OAWY Panel Guidance for Social workers' on SharePoint and submit paperwork within guidance timescales to [Adoption.Panel.Admin@oneadoptionwy.leeds.gov.uk](mailto:Adoption.Panel.Admin@oneadoptionwy.leeds.gov.uk)



*Transitions Planning Meeting (FF12)* arranged by FF attended by PA, ASW, CSW, FC, SSW. Check all tasks are complete, PA has all relevant paperwork, prepare outline of introduction plans for this meeting, arrange the Introduction Planning meeting (planned for after ADM ratification), consider application to ASF. If an internal OA match the FF may withdraw at this point [case closure/ transfer summary FF15 to be completed]



Adoption Panel – attended by PA, ASW and CSW and FF if external



Introductions Planning Meeting (using FF13) – attended by PA, ASW, CSW, SSW, FC. The original FF can be asked to chair this meeting if required. If external FF attends and can chair this meeting



Introductions. Child to be supported and visited by CSW, adopters to be supported and visited by ASW as agreed in the APP. Review of introductions (FF14 to be completed) and APP to be signed and finalised. Adopter's expenses to be completed by FF (external matches) or ASW (internal matches) (financial forms on Sharepoint). Complete IA



Placement. Reviews. Completion of Annex A by CSW and ASW. If external FF to attend 2<sup>nd</sup> review.



Adoption Support Assessment and application to ASF if needed and not done previously.

Key:

FF: Family Finder  
CSW: Child's Social Worker  
FC: Foster Carer  
ASW: adopter(s) social worker  
PA: prospective Adopter  
SSW Supervising SW  
RPG: Regional Placement Group  
SHOBPA: Should be Placed for Adoption  
PAR: Prospective Adopter's Report  
APR: Adoption Placement Report  
ASP: Adoption Support Plan  
APP: Adoption Placement Plan

Family Finding Forms

FF01	OAWY Family Finding Flowchart
FF02	OAWY Initial Family Finding Meeting Form
FF03	OAWY Review Family Finding Form
FF04	OAWY Guidance for Children's Profiles
FF05	OAWY Example Child Profile
FF06a	OAWY Child Profile
FF06b	OAWY Early Alert
FF07	OAWY External Placement Request Form
FF08	OAWY PAR Sharing Form
FF09	OAWY Pre-matching Meeting Form
FF10	OAWY Adoption Placement Report
FF11	OAWY Adoption Support Plan
FF12	OAWY Transitions Planning Meeting Form
FF13	OAWY Adoption Placement Plan
FF14	OAWY Review of Introductions
FF15	OAWY Case Closure/ Transfer Summary Form
FF20	OAWY Top 10 Tips for Bump into Meetings
FF21	OAWY Letter to sibling adopters
FF22	OAWY Home Visit Request Form- Specific Child
FF23	OAWY Profiling Photo Consent Form
FF24	OAWY Blank IA (Financial Arrangements for Interagency Placement)