

Title/Status-	PRACTICE STANDARDS- Permanence Social Workers around Family Finding and Transitions
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Leicestershire Procedure for Practice Standards for Permanence Social Workers around Family Finding and Transitions

Applies to- All Children



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PERMANENCE SERVICE

Practice Standards for Permanence Social Workers around Family Finding and
Transitions

Setting the standards, Caring about our service

Emma Bulgin
Reviewed March 2023



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Practice Standards for Permanence	Completed by	Where is the evidence ?
<p>All children will have an allocated permanence social worker to lead on family finding within a week of Best Interest Decision. The BID and family Finding plan will be documented on the child's mosaic file by the Permanence Team Manager</p> <p>In most cases this will be the same social worker that completed the child permanence report, who will already have a relationship with the child and carers.</p> <p>The permanence social worker will make contact with the foster carers and arrange to share the 'Foster Carers Adoption and Profiling Pack'.</p>	<p>Team Manager</p> <p>Permanence Social Worker</p>	<ul style="list-style-type: none"> Mosaic
<p>The Permanence Social Worker will complete a family finding profile for the child. This will be completed and visible on Linkmaker 4 weeks prior to final hearing. The profile will be anonymous before Placement Order. The profile will only be made visible to be FAL adopters at this stage.</p> <p>The profile will be written by the permanence</p>	<p>Permanence Social Workers</p> <p>Foster Carers</p>	<ul style="list-style-type: none"> Mosaic Linkmaker



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<p>social worker and completed with input from foster carers. The permanence social worker will complete a profiling visit to the child, even if they wrote the CPR, as this ensures they have the most up to date detail as it can be some time between Best Interest Decision and family finding beginning, this is dependent on the court proceedings timetable.</p> <p>A copy of information about the child included in the profile will be shared with the foster carers securely and also uploaded to the child's mosaic file.</p>		
<p>The child's profile to be shared and discussed at the monthly family finding meeting, at the meeting prior to the final hearing (usually within 4 weeks of the final hearing) this is to enable early linking and matching discussions to be commenced in readiness for Placement Order and to avoid unnecessary delay.</p> <p>It is the permanence social worker's responsibility to make sure that their child is presented to this meeting and agreed actions from this meeting to be recorded on mosaic case notes.</p>	<p>Permanence Social Worker</p>	<ul style="list-style-type: none"> • Case note on mosaic

<p>Upon the granting of a Placement Order, the child's profile will be updated and will include photos and video clips.</p> <p>Foster carers will be asked to take and share regular photos and video of the child to support family finding – there is a foster carers guide to taking photos and video in the foster carers pack.</p> <p>At the point of Placement Order case responsibility for the child transfers to the permanence team and the Permanence Social Worker becomes the allocated social worker and point of contact for foster carers and other involved professionals.</p> <p>The Permanence social worker will then be responsible for care planning and statutory processes.</p>	<p>Permanence Social Worker and TM</p> <p>Foster Carers</p> <p>Permanence Social Workers</p>	<ul style="list-style-type: none"> • Moasic • Linkmaker
<p>If no adopters are identified within FAL within 2 weeks of Placement Order, Permanence Social Worker and Team Manager to discuss if Interagency Agreement should be sought from the Service Manager.</p> <p>If interagency agreement is sought and agreed then this is to be recorded directly on the case file as a decision.</p> <p>The child will concurrently have their family finding progressed through attendance at virtual discovery</p>	<p>Permanence Social Worker</p> <p>Foster Carers</p>	<ul style="list-style-type: none"> • Mosaic • Monthly supervision • Interagency agreement and family finding plan to be inputted by TM Permanence on Mosaic.

<p>events and activity days. Dates of these events can be found at: www.familyadoptionlinks.org.uk/calendar</p> <p>Foster carers will be required to support this activity, though provision of photos and video and also for discovery events will be supported by the child's social worker to create some voice recordings about the child to be used for the event. Guidance for foster carers for Discovery Events will be offered from the permanence social worker.</p> <p>Activity Days are in person events that the child will attend with their foster carers, these are locally and nationally, and the family and child will be supported to prepare for these in advance.</p>		
<p>If interagency family finding is agreed, profile to be made visible to all approved adopters on Linkmaker</p>	<p>Permanence Social Worker</p>	<ul style="list-style-type: none"> • LinkMaker • Mosaic
<p>Expressions of interest (FAL or inter-agency) to be shortlisted to a maximum of 3 families and child's CPR and medical information to be shared in readiness for a matching meeting.</p> <p>CPR will need to be updated in readiness for sharing with prospective adopters, and should reflect up to date assessments and development of the child and</p>	<p>Permanence Social Worker</p>	<ul style="list-style-type: none"> • LinkMaker • Social Worker Supervision Discussion • Mosaic



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any care planning developments.		
Shortlisted PARs to be sent by the permanence social worker to the child's previous locality social worker, and matching meeting arranged by the permanence team to include the previous locality social worker and chaired by the permanence team manager. This is typically within 2 weeks' time frame from shortlisting. During this time there will be discussions between the permanence social worker and adopters social workers to clarify any detail or answer questions pertinent to the matching meeting	Permanence Social Worker	<ul style="list-style-type: none"> PAR's will be saved on the F drive in the child's file. Matching meeting detail to be recorded on Mosaic.
<p>Matching meeting to be chaired by Permanence Team Manager.</p> <p>The outcome of this meeting to be communicated to the adoption social workers for the families being considered and foster carers updated.</p>	<p>Permanence Social Worker</p> <p>Permanence Team Manager</p> <p>Locality Social Worker</p>	<ul style="list-style-type: none"> Minutes from this meeting to be recorded and uploaded to mosaic.
<p>Matching Validation Visit to be undertaken to preferred match identified this is within a week of the matching meeting.</p> <p>No decision will be made about the match at the validation meeting, rather we allow for time for the families and workers to reflect and a decision to proceed or not will be made the next working day.</p> <p>Permanence Team Manager will document the</p>	<p>Permanence Social Worker</p> <p>Adopters and Adopters Social Worker</p> <p>Locality social worker</p>	<ul style="list-style-type: none"> Record of the visit to be recorded on mosaic. Decision to proceed on Mosaic

<p>decision to proceed or not on mosaic and include in this any specific requirements for the support planning that need to be progressed.</p> <p>Foster carer to be updated re the decision to proceed or not.</p> <p>Permanence social worker to book Medical Consultation and Matching Panel date and share these with adopters and foster carers. (only the adopters need to attend these)</p>		
<p>Where an interagency placement is agreed the adopters to be set up on mosaic and their documents to be uploaded onto their case file under adoption information and match paperwork and ADM Decision will also be uploaded into the mosaic record for the family in due course.</p>	<p>Business Support</p>	<ul style="list-style-type: none"> • Mosaic
<p>Meet and Greet</p> <p>First meeting following decision to proceed. This meeting is chaired by the child's social worker but attended by foster carer, SSW, ASW and Adopters. There is an agenda that is followed by the child's social worker to capture information vital to learning about the specifics of the child's routine, needs, likes</p>	<p>Permanence social worker</p> <p>Adopters and Adoption Social Worker</p> <p>Foster Carers and Supervising Social Worker</p>	<ul style="list-style-type: none"> • Minutes of the meeting to be uploaded to the child's file. • Social workers for the individual parties to discuss and review the Whatsapp content in supervision/vists to the adults involved.

<p>dislikes etc. The child/ren do not attend this meeting.</p> <p>Following this meeting we will discuss the setting up of a whatsapp group. We use Whatapp as means of establishing contact between foster carers and adopters between meet and greet and introductions. This is discussed in advance and boundaries agreed before establishing the group. This is aimed to enable those caring for the child to share softer information, key development information, photos and day to day information relevant to the child's lived experiences. Adopters may wish to ask questions that would support their preparation for the children on this forum.</p> <p>This is not to facilitate face time contact with the child or to talk about issues specific to care proceedings or birth family.</p>		
<p>Medical Consultation will be attended by the permanence social worker and the adopters and their social worker. This is an opportunity to meet with the medical advisor and talk through the available medical information and background including any future risks around health and development and relevant health care planning. This is a chance for adopters to ask any questions they have directly to the medical advisor.</p>	<p>Permanence social worker</p> <p>Adopters and their social worker</p>	<ul style="list-style-type: none"> • Medical Advisor will write a letter to adopters and the child's social worker following this meeting detailing the discussion and this will be saved onto the child's file. • Social worker to record detail of the meeting and any recommended actions or follow ups required.



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<p>The permanence social worker must share the updated CPR with the medical advisor at least a week prior to the medical consultation.</p>		
<p>Bump into meeting – sometimes called a chemistry meeting by other agency’s</p> <p>This is a formal part of the adoption matching process but the experience will be that of an informal meeting with the child present – for example playing in the park with foster carers, or a visit to the home with very young babies. This offers the adopters a chance to see the child’s play and interaction and offers a change to put ‘into life’ some of their specific needs, communication or behaviours’.</p> <p>The adopters social worker will support the adopters and use the space as a an opportunity for reflection.</p> <p>This is not an extension to introductions and is not for adopters to start to take part in caring for the child.</p> <p>The details of this meeting are always planned in advance and will reflect the child’s wishes and feelings within the planning and appropriate boundaries to agreed in advance.</p>	<p>Permanence Social Worker</p> <p>Foster Carer</p> <p>Adopters and Adopters Social Worker</p>	<ul style="list-style-type: none"> • Plan for the meeting to be recorded on mosaic • Account of the visit and reflections to be recorded on mosaic. • Reflections to be considered in social work supervision



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<p>Telling and explaining support</p> <p>inhouse matches will be offered two meetings with the life story support worker – the first focussing on the words and pictures and to gain a sense of the adopters skills and needs around life story work and the second offering specific discussions about the child's life story and how specific detail and information may be shared.</p> <p>Social worker to refer directly to Life Story Support worker for this support at the point of decision to proceed.</p>	<p>Life Story Support Worker</p> <p>Adopters</p>	<p>Life Story Support worker provides a report detailing both sessions and actions needed to be considered in the support plan.</p>
<p>Contact to be made with the Health Visiting Service local to the adopters and a pre-placement visit to be arranged.</p>	<p>Permanence Social Worker</p> <p>Health Visitor</p>	<ul style="list-style-type: none"> • Mosaic
<p>Family network meeting to be convened with adopters and their support network</p>	<p>Adoption Social Worker</p>	<ul style="list-style-type: none"> • Plan to be uploaded to mosaic
<p>Adoption Support Plan and Adoption Placement Report to be completed and Submitted to Team Manager for QA in good time for amendments before paperwork submission date.</p> <p>Adoption Placement report is a collaborative report between the permanence social worker, adoption social worker and adopters.</p> <p>Adoption Support Plan is drawn together at a</p>	<p>Permanence social worker</p> <p>Adopters social worker</p> <p>Associated professions</p>	<ul style="list-style-type: none"> • Support Plan and Placement Report will both be uploaded to mosaic

Adoption Support planning meeting where the input of permanence social workers, health, nursery, school and post adoption will be drawn together to create a comprehensive support plan focussing on current and future need.		
<p>Draft introduction plan to be completed (no dates)</p> <p>Permanence social worker will draft a plan of introductions based in recent transitions research and UEA model, this is initially a draft and will be shared with adopters and foster carers, along with the agenda for the introductions planning meeting, any comments, amendments, or concerns need to be shared with the permanence social worker before the introduction planning meeting for plans to be revised if necessary.</p> <p>Where accommodations or amendments cannot be accommodated within the plan – the permanence social worker, who is the author of the plan, then feedback about why needs to be provided to the involved parties.</p>	Permanence Social Worker	<ul style="list-style-type: none"> Draft plan is included in the matching papers to panel.
<p>Attendance at adoption panel by permanence social worker, adopters and adoption social worker</p> <p>The match to be presented in person at adoption panel where they will consider the supporting</p>	<p>Permanence social workers</p> <p>Adopters and Adopters Social Workers</p>	<ul style="list-style-type: none"> Panel minutes Moasic

<p>evidence and make a recommendation.</p> <p>The outcome of panel to be shared with foster carers by the permanence social worker on the same day as panel.</p>		
<p>ADM ratification</p> <p>Following adoption Panel the Agency Decision Maker will review everything and will make a decision to ratify the match or not.</p> <p>If this is a positive ratification we can start to prepare for transitions, if not more work will be required to be presented.</p> <p>Permanence Social Worker to update adopters and foster carers.</p>	<p>ADM</p>	<ul style="list-style-type: none"> • ADM decision sheet • Mosaic case note
<p>Introduction planning meeting to be held.</p> <p>Draft intro plan will have already been circulated the adopters, foster carers and their social workers in advance and this meeting all will have had opportunity to submit views through their social workers and request amendments in advance of this meeting.</p> <p>The formal meeting will be to formalise the day by day arrangements for the introduction and transition plans, including preparation of the child, key</p>	<p>Permanence Social Worker</p> <p>Adopters and Adoption Social Worker</p> <p>Foster Carers and Supervising Social Workers</p>	<ul style="list-style-type: none"> • Plan and minutes to be uploaded to the child's file.

<p>meetings, timings and reviews. This will include informal platy dates and timings and expectations about the support afforded to all parties though their social work support, including daily contact and advocacy.</p> <p>The final introduction plan will be circulated to all parties no later than 3 working days before formal introductions start.</p> <p>If the foster placement is at a distance from adopters – interagency placements particularly then the adopters and foster carers will be offered Air b n b or similar accommodation for the nights they are away from home. this will be planned and booked following ADM ratification of the match.</p> <p>Foster carers are encouraged to attend the ‘Moving on to Adoption Training’ for more specific learning around transitions.</p>		
<p>Birth parent meeting to be held if appropriate</p> <p>Adopters and birth parents should be supported and to take place at a neutral venue. Risk assessment needs to be completed in advance and plans in place to make this meaningful for all parties.</p>	<p>Permanence Social Worker</p> <p>Birth parents or family memvers</p> <p>Adopters and Adoption Social Worker</p>	<ul style="list-style-type: none"> Record and photos to be taken and saved on the file.
<p>Introductions and transitions</p> <p>Once introductions have commenced, this will</p>	<p>Permanence Social Worker</p>	<ul style="list-style-type: none"> Daily case notes and final introduction plan.

<p>typically include specific preparation of the child, 2-3 informal play dates to support familiarisation and would be arranged at the foster carers home and facilitated by the foster carer. This then moves into a formal plan of introductions as set out in the plan agreed in the introduction planning meeting. All parties will know in advance what the days and timings are for supporting the child through this process, and they will receive direct daily support and oversight from their respective social work team throughout this plan.</p>	<p>Adopters and Adoption Social Worker</p> <p>Foster Carers and Supervising Social Workers</p>	
<p>Pause and plan</p> <p>To be held to review the transitions progress and where a decision is made to confirm the move day for the child/ren</p> <p>Dates to be identified for support visits and 28 day ROA</p> <p>This is a formal review and will be attended by adopters, foster carers and the social workers for all.</p> <p>We will ask at this point those arrangements are made for the child so that they are not present for this meeting.</p> <p>Only after a pause and plan will be agree a</p>	<p>Permanence Social Worker</p> <p>Adopters and Adoption Social Worker</p> <p>Foster Carers and Supervising Social Worker</p>	<ul style="list-style-type: none"> Minutes of Pause and Plan meeting to be uploaded to the child's file.



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<p>placement date, until this point the placement date in the plan is only provisional and dependant on the child's movement though transitions.</p> <p>Typically this is held towards the end of the introductions week, but we may also have planned for more than one where we are supporting an older child or an interagency match where we may meet to review before moving the child to the new locality and a further one before placement.</p> <p>On placement day, the child will be collected from the foster carers by adopters, and this will be planned for later in the morning, ie after the school run, to allow for space to address the emotional endings for their own children and any goodbyes to happen in privacy.</p> <p>Once the child has been placed the foster carers will have contact within 24 hours from their social worker as agreed to support them and their own needs following the child's move.</p>		
<p>Placement day to be recorded on mosaic as a significant event.</p> <p>Once the child has been placed the foster carers will have contact within 24 hours from their social worker as agreed to support them and their own needs following the child's move.</p>	<p>Permanence social workers</p> <p>Adopters</p>	<ul style="list-style-type: none"> • Mosaic



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<p>Foster carers will have a virtual contact with the child and adopters within 24 hours of placement.</p> <p>Visit from the permanence social worker within 72 hours of placement</p>		
<p>Post Adoption Support Worker to be notified of placement and family details added to tracker for 6-week post placement visit by support worker</p>	<p>Permanence Social Worker and Post Adoption Support Worker</p>	<ul style="list-style-type: none"> Tracker and mosaic
<p>Statutory and Support visits to take place at adopters' home alternating between the child's social worker until first ROA when on-going visiting frequency will be agreed.</p> <p>Post Adoption Support Worker Visits to be recorded on MOSAIC using a SoS methodology</p> <p>Permanence Support worker to contact the family and work to get them involved in the support groups and activities.</p> <p>Letterbox agreements and settling in letter to be completed with birth family. Agreements sent to the letterbox co-ordinator.</p>	<p>Permanence Social Worker</p> <p>Adopters Social Worker</p> <p>Post adoption support worker</p> <p>Permanence Support Worker</p> <p>Permanence social worker</p>	<ul style="list-style-type: none"> Mosaic

<p>ROA to take place at adopters' home as per statutory reviewing timescales.</p> <p>Contact with foster carers to be considered within the ROA.</p> <p>Timeframes of court application for adoption to be discussed and agreed from the time of the 2nd review.</p>	<p>Permanence Social Worker</p> <p>IRO</p> <p>Adopters</p> <p>Adoption Social Worker</p>	<ul style="list-style-type: none"> Care Plan Review Report IRO actions and minutes
<p>Completion of Annexe A and submitted to Rebecca O'Brian –Adoption Clerk who will then generate the court application and send to the adopters for completion.</p> <p>Once returned she will send to court and lodge the application</p>	<p>Permanence Social Worker</p> <p>Business Support</p>	<ul style="list-style-type: none"> Annex A to be uploaded
<p>Continue Stat visits to the child until AO – 4-6 weekly as agreed at the ROA.</p>	<p>Permanence social worker</p>	<ul style="list-style-type: none"> Mosaic
<p>Following the making of the adoption order the celebration hearing to take place.</p> <p>Permanence social Worker and child's social worker to attend along with adopters and their social worker.</p> <p>Child set up on mosaic as a new person with their adoptive name and linked to the adopters as family</p>	<p>Permanence Social Worker</p>	<ul style="list-style-type: none"> Mosaic



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relationships – case note added under adoption information detailing the date of the order and who they are adopted by.		
Support plan to be reviewed with the family and updated copy uploaded to their documents and saved as adoption information.	Permanence Social Worker	<ul style="list-style-type: none"> • MOasic – new file for the child
Life story book and later life letter should be given to adopters and child/ren	Permanence social worker Life Story Support worker	<ul style="list-style-type: none"> • Mosaic
Closure Summary to be completed within 4 weeks of celebration hearing and signed off by Team manager	Permanence Social Worker Permanence Team Manager	<ul style="list-style-type: none"> • Mosaic

Reviewed March 23



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