

Leaflet sent out to birth relatives 2 weeks after parents receive notification of agency decision re adoption after Panel

Sent by Nottinghamshire

Birth relatives phone Service to self refer.

and / or

Social worker phones Service to make a referral.

Referral Form completed.
Transport Information Form completed.

Completed by Adoption Plus

Information re transport issues passed to Nottinghamshire contact. In relation to reimbursement of transport costs and/or volunteer driver.

Completed by Adoption Plus

Letter sent to Client re: Appointment – Date – Time - Venue

Completed by Adoption Plus

Referral Form, Transport Form, Initial Interview Form, Confidentiality Form sent to Counsellor

Completed by Adoption Plus

Initial Counselling Session takes place with Counsellor. Clarify whether female Counsellor required.

Completed by Counsellor

New Counsellor allocated if required. New appointment details to be sent out.

Completed by Adoption Plus

Counselling sessions reviewed after every 6th session. Client to complete Review Form

Completed by Adoption Plus / Counsellor

Monthly Monitoring Forms to be completed and sent on the last Thursday of every month. Session Write ups, Review forms etc

Completed by Counsellor and sent to Adoption Plus.

Information collated into quarterly reports and submitted to Nottinghamshire.

Completed by Adoption Plus