



KEY:

- CSW:** Child's Social Worker
- PSW:** Permanency Social Worker
- HOS:** Head of Service
- CMH:** Case Management Hearing
- SG:** Special Guardian
- ADM:** Agency Decision Maker
- CPR:** Child Permanence Report
- ASW:** Adopter's Social Worker
- FFA:** Fostering for Adoption
- FF:** Family Finder

Permanency planning process: Adoption, Connected Persons and Reg. 24 SGO Assessments

PERMANENCY PROCESS: connected persons / special guardian assessments and adoption

Family Group Conference - The child's social worker makes the referral to the family group conference (FGC) coordinator. The conference will bring together members of the child's family and friends' network to make decisions and draw up a plan when a child is at risk of going into care. The FGC aims to identify alternative carers for the child in the event that they cannot remain with their parents. The kinship group is asked to consider which of the alternative carers is most suitable. This may be as special guardians (SG) or temporary foster carers (Regulation 24)

Following the meeting the child's social worker emails the name and address of the potential carer or if appropriate more than one potential carer; tactpeterboroughreferrals@peterborough.gov.uk A permanency social worker will then be allocated to undertake a joint visit with the child's social worker.

A **Permanency Planning Meeting** is held to consider the permanency options when a child is at risk of going into care, or is in care, and there is potential that they cannot remain with their parents. It should take place within 2 weeks of a LPM, or 72 hours of an EPO or Police Protection. The child's social worker requests a PPM through SCMT secretariat. This will be chaired by a Group manager and is attended by the child's social worker, their team manager, the CPR writer and representatives from the children in care teams and permanency service.

ADOPTION The CPR writer will contact SCMT secretariat to arrange for a 'Should be placed for adoption' (SBPA) decision to be considered by the agency. The ADM will require full information to assist them in making the decision: the CPR; copies of specialist assessment reports; assessments on parents and other family members and adoption medicals. A date will be made for paperwork completion taking into account court timescales, and oversight by the permanency Head of Service.

The CSW requests an adoption medical through the LAC health service. The pack of CoramBAAF medical forms is collected from CS admin team. Once a child has an ICO the LA can consent for the medical to take place if the parent disagrees, however it is beneficial for all medical forms to be completed in order that a child's current and future needs can be incorporated into the medical adviser's summary. Parents will need to consent to information being shared about their own health. If a child is placed with parents whilst in care proceedings, and parents do not agree to the child undertaking an adoption medical, the court will need to be asked to facilitate.

The CPR writer refers the birth parents to the independent birth family counselling service, to give them an opportunity to discuss and seek support for the emotional impact of the adoption plan. The service is operated by Adoptionplus who can be contacted on 01908 218251.

The CPR is written jointly by the CPR writer and the CSW. It is important that the SW's consider together the child's background, any additional health, educational, emotional and development needs, their contact plans and support needs. This will assist with finding the most suitable adoptive family for the child.

A family finder will be allocated from the permanency service. The family finder will meet with the CSW to complete a matching matrix and profile to assist in finding the most suitable family for the child. They will be able to advise on the likelihood of finding a family and around areas such as contact and adoption support. If the child requires interagency family finding they will complete the referral to Adoption match and Link maker, Adoption Activity days and exchange Days. *For interagency links the FF will assist the CSW and the adopters' SW to progress the match, including arranging a Life Appreciation Day and / or meetings and with paperwork to consider the match at the adoption panel. They will write the adoption support plan in the APR. They will also arrange and chair the adoption planning meeting, draw up the plan of introductions with all parties and arrange for the payment of any expenses. For in-house matches the PSW will undertake the tasks as above from * and will also complete the adopters' sections of the APR.

KINSHIP CARERS

Viability assessments The CSW and a PSW visit the proposed carer, identified by the FGC. The PSW will give advice to the carer about the roles and responsibilities of special guardians and foster carers. They will also outline the assessment process and the duties of the local authority, particularly in relation to support services. This is to ensure that the potential carer is able to make a fully informed decision.

The child's social worker completes either:

- a) SG viability assessment report
- b) CoramBAAF Form C, sections A, B and C partly, and section D.

Both require PNC checks to be completed on household members over 18 years old. When signed off by team manager, email to tactpeterboroughreferrals@peterborough.gov.uk for the attention of the Head of Service, who will confirm whether the full assessment is accepted.

Regulation 24 assessment Regulations 24 and 25 of the 2010 Regulations set out arrangements for the temporary approval of a connected person as a foster carer to allow an immediate placement for a child, to safeguard and promote the child's welfare. Once an application is received statutory checks are completed by the AFU admin team and overseen by the PSW. The CSW is required to visit the child weekly until the first review. The PSW will assess the connected person and also fulfil the supervising social worker duties to support the carer. This assessment is completed within 16 weeks jointly by the CSW and the PSW. Form C is completed as follows: CSW sections A and B; PSW sections C, D and E. The PSW collates the report which is required to be signed off by the team managers for the CSW and PSW. The PSW books the fostering panel which considers the suitability of the foster carers and makes a recommendation to the agency decision maker. The panel adviser requires paperwork 10 days before panel.

Special guardianship assessment SG assessment timescales are usually court ordered with a maximum of 12 weeks for completion. The child may or may not be living with the connected person (under Regulation 24). On receiving an application form from the potential carers, statutory checks are completed by the AFU admin team and overseen by the PSW. Form C is completed as above. The PSW also completes the SG support plan. The CSW and PSW need to communicate throughout the assessment about its progress and any other assessments concerning the child's plan. A mid-way review should be held and if any significant information comes to light which impacts on the assessment. The PSW will collate the report which is required to be signed off by the Head of Service for the CSW and PSW. The PSW will scan and send to the legal team, a minimum of 3 days before the report is due to be filed.