**Linking Process**

Following an ADM decision Panel will email the Family Finding team manager, CiC social worker, CiC team manager, Panel inbox, Business Support Lead and the Family Finding Business Support Officer stating the adoption plan is agreed. The email will have 2 attachments; Agency Advice and Feedback and Action Form.

For Kent children these are uploaded to Liberi and a case note added by the panel advisor. For Medway children they are uploaded to Mosaic and a case note added by the panel BSOs and for Bexley they are uploaded to Liquid Logic and case noted also by the panel BSOs.

Business Support Officer

Family Finding are allocated case and completes early family finding work (see guidance).

6 weeks prior to final hearing Family Finding submits draft profile and matching grid to Family Finding team manager.

5 weeks prior to final hearing final copy of profile and matching grid comes to Business Support Lead and the Family Finding Business Support Officer. BSL will circulate profile to RAS and EP teams and Family Finding BSO will upload profile to Teams. Family Finder will upload profile and matching grid to child’s file.

RAS/EP workers can have a discussion with the Family Finding social workers and/or their adopters about the child. At this point the discussions between RAS/EP and FF should focus on matching criteria to know who to put forward. Examples would be, can a child live with other children, what is the extent of the learning delay etc.

4 weeks prior to final hearing the child will be reviewed during the linking meeting and formal suggestions are provided by team managers. Profiles to be provided to FF by RAS/EP.

Within 1 week following the Linking meeting (3 weeks prior to final hearing) Family Finder explores potential links by speaking to adoption social workers and reading profiles. RAS/EP workers to give updates to FFSW about their adopters current circumstances including training, child care experience, change in criteria since approval, etc.

The Family Finder will inform adoption social workers if family has been selected or not and a rationale is to be given. They will also request the PAR at this point.

2 weeks is given for the Family Finding social worker to read the PAR and discuss potential links with the RAS/EP social workers.

1 week prior to final hearing the selected PAR’s are sent to the child’s social worker and visits are arranged to take place post final hearing if a placement order is granted.

**Post Placement Order**

Family Finder requests CiC social worker to apply for MAR 2. Family Finder notifies Family Finding BSO to request PAM appointment.

Within 2 weeks of placement order being granted a visit is to take place. Within 2 working days of the visit Family Finder informs RAS/EP worker of decision who will then inform the adopters.

Family Finder to meet with their manager to agree timescales for matching panel.

Family Finder to communicate with RAS/EP worker to the proposed plan and book panel.