

February 2012 Adoption Inspection Action Plan

To be reviewed by Team Manager and Service Manager: Sept 2012, Dec 2012, Feb 2013.

Recommendations

Standard	Recommendation	Proposed Action	Progress/Timescale
(NMS 2.6, 2.7, 2.8)	Ensure that the format of the life story book is appropriate to the child's age and understanding, that the book is given in stages and that prospective adopters are encouraged to update it with the child as their understanding develops. Ensure also that the completed life story book and later life letter are given at the latest within 10 working days of the adoption ceremony.	<ol style="list-style-type: none"> <li data-bbox="869 379 1561 485">1. Life Story work training to be provided to all IRT & LAC social workers, Adoption social workers & support staff <li data-bbox="869 639 1561 745">2. Life story book to commence once a child aged 0 – 5 becomes LAC. Social Work Team Manager to ensure this takes place. <li data-bbox="869 788 1561 1038">3. Following referral to the Adoption team the Adoption team manager is to check if the life story book has started during the Adoption notification meeting with the child's social worker. To notify the relevant team manager and service manager if this piece of work has not started. <li data-bbox="869 1118 1561 1299">4. All Social workers and support staff undertaking life story work with children being prepared for adoption to meet with Post Adoption social worker for guidance prior to undertaking this piece of work <li data-bbox="869 1342 1561 1369">5. Post Adoption social worker to joint work with 	<p data-bbox="1592 379 1946 560" style="color: orange;">This will now be built into training programme devised to utilise Adoption Improvement Grant throughout 2013</p> <p data-bbox="1592 639 1946 778" style="color: green;">Implementation from now, but fresh initiative and monitoring to follow training</p> <p data-bbox="1592 826 1946 1038" style="color: green;">Immediate and on-going. Service Manager to audit meeting records to ensure no fall off (agreed Jan 2013)</p> <p data-bbox="1592 1193 1742 1220" style="color: green;">Immediate</p> <p data-bbox="1592 1342 1845 1369" style="color: green;">Team Manager to</p>

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		<p>LAC social worker or support staff where necessary.</p> <p>6. Adoption Planning Placement meeting to fix date for hand in of part completed Life story book to the prospective adopters when a placement date is agreed at the meeting</p> <p>7. Life story book to be finalised once the adoption ceremony has taken place in court and handed to the adopters within 10 working days. LAC Team manager & Adoption team manager to oversee this. In case of any difficulties the adopters are to be informed when the book will be available and the reason why recorded on the child's ICS records.</p>	<p>implement from June 2012</p> <p>Immediate Service Manager audit notes to ensure consistency</p> <p>Adoption Team Manager to follow up with telephone call to adopters after celebration event to check this has happened</p> <p>Process agreed Service Manager to check consistent application</p>
(NMS 12.3, 12.6)	Encourage birth parents to use a support worker who is independent of the child's social worker from the time adoption is identified as a plan for the child. Help birth parents to work through their concerns through the counselling they receive and help them to understand how their child will benefit from their involvement	<p>1. Adoption Social worker to write to the birth parents with offer of counselling within 0-5 days of referral to the Adoption team, and "should be placed decision " has been made. This service will be available throughout the time the care plan is adoption.</p> <p>2. BAAF leaflet "If your child is being adopted" to be sent together with letter inviting the parents to contact the Adoption team for counselling. Revised accompanying</p>	<p>Immediate implementation</p> <p>As above</p>

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	in the adoption process	<p>Template letter to be developed</p> <ol style="list-style-type: none"> 3. Birth parents to be given the option of having the counselling at their home address 10-15 working days from receipt of interest in counselling (a risk assessment is to be undertaken prior to any appointment being offered). 4. Support group to be set up for birth parents whose children are being adopted or have been adopted. To explore a joint initiative with Open Doors Advocacy Service. 	<p>Revised Template letter developed Oct 2012.</p> <p>Reallocation of task to new worker January 13, following research into models used elsewhere</p>
(Adoption Guidance 3.12)	develop the recruitment strategy to ensure it addresses the recruitment of prospective adopters from minority ethnic backgrounds	<ol style="list-style-type: none"> 1. Monthly statistics on enquiries to be collated with ICS staff and to review recruitment strategy accordingly. 2. Business Development Officer to attend the Adoption team meeting once monthly to discuss recruitment trends/activities. 3. Recruitment to target specific groups' i.e. ethnic minorities; same sex groups by attending their local group forums or meetings to share information on adoption. 4. Financial support to be considered for prospective adopters seeking to care for 	<p>Implemented</p> <p>Implemented</p> <p>Discussion has already taken place with Thurrock Diversity Officer about means to access BME groups,</p> <p>Case by case discussion</p>

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		<p>children with special needs or from ethnic minority backgrounds.</p> <p>5. Foster carers to be supported to care for children with special needs or from ethnic minority background who are already in their care if they apply to adopt. Appropriate support including financial support to be provided with regular reviews.</p> <p>6. To fast track allocation of all PAR for prospective adopters interested in caring for children from black and ethnic minority backgrounds or children with special needs or disability.</p> <p>7. In undertaking item 6 above, where necessary an independent social worker is to be used for the assessment with the consent of the service manager in order to minimise delays.</p>	<p>where needed</p> <p>Support available and in-place where required</p> <p>This has occurred in two cases already</p> <p>As above, we have used this option in two case already</p>
(NMS 17.7)	<p>ensure that the adoption panel's recommendation about the suitability of the prospective adopter is made within eight months of the receipt of their formal application</p>	<p>1. To accept applications 3 weeks prior to attendance of Adoption workshop.</p> <p>2. Independent assessors to be used where necessary.</p> <p>3. An additional adoption workshop is to be held in June 2012.</p>	<p>Implemented</p> <p>Done</p> <p>Other additional workshops to be arranged as and when</p>

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		<p>4. Adoption workshop dates to be flexible and to be organised in line with the demands on the service rather than sticking to the current practice of holding the workshop strictly in January & November of each year.</p> <p>5. Any vacancy in the team to be advertised without delay. To use external sources such as BAAF when necessary (this has already taken place with the vacant 1.5 posts).</p> <p>6. Social work supervision to be used to critically review/monitor assessments deadline. Reasons for delay to be recorded on ICS records and staff individual supervision notes.</p> <p>7. Performance against timescales to be made explicit criterion for Competency Review Payments.</p>	<p>needed</p> <p>Implemented</p> <p>Team almost fully staffed from Sept 2012 Implemented</p> <p>Service Manager to audit Supervision notes to ensure these discussions have been recorded</p>
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(NMS 15.1)	Review partnership working with other adoption agencies so that arrangements most effectively meet the needs of children and adopters. Where support is provided by another agency on behalf of this agency, ensure that written records clearly demonstrate that children and adopters are being appropriately supported	<ol style="list-style-type: none"> 1. Discussion at consortium managers' level to ensure a consistency in practice in the consortium. 2. Discussion at team meetings 3. Supervision and case file audit by Adoption Team Manager and brief report to be provided to Service Manager on findings by 31.10.12 4. Discussion at Adoption Placement Planning meetings to ensure all parties clear of expectation 	<p style="color: green;">This has already taken place, however because of management changes within Consortium partners this issue to be revisited on a consistent basis through regular meetings</p> <p style="color: green;">Implemented</p> <p style="color: orange;">Initial audit completed, but further review needed, to ensure consistent application</p> <p style="color: green;">Implemented</p>
(NMS 16.1)	ensure that you provide birth parents and adopted adults with full information about the Adoption Contact Register in a form that suits their needs	<ol style="list-style-type: none"> 1. Birth parents counselling to include information on Adoption Contact Register. 2. Birth parent to be provided with details of Adoption Contact Register once an order has been granted. To be done together with notification that counselling can be offered on how to access the register. 3. All adopted adults to be provided with details 	<p style="color: green;">Immediate</p> <p style="color: orange;">0-5 working days of the granting of an Adoption order.</p> <p style="color: orange;">Audit required to evidence adherence</p>

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		<p>of the Adoption Contact Register following their initial contact with the Adoption team.</p> <p>4. All Adoption social workers to be provided with training on post adoption support services in order to extend their range of expertise and be able to offer such services</p>	<p>0-5 working days following contact with the adoption team.</p> <p>Audit required</p> <p>This will be addressed with Training under Adoption Improvement Grant</p>
(NMS 18.5)	ensure that all of the information in the children's guide is written in a style that is appropriate to the child's age and level of understanding	<p>1. A new children's guide to be developed to reflect specific age groups between 0-10.</p> <p>2. Above task to be completed by the Post Adoption social worker with an input from team colleagues and consortium partners. To reflect child's needs including disability</p>	<p>Original Autumn 2012 deadline revised – to be completed by April 2013. AT/NB to lead.</p> <p>As above</p>
(NMS 17.5)	Ensure that the manager exercises effective leadership so that the service is organised, managed and staffed in a manner that delivers the best possible child care and service provision for service users, including birth parents and relatives, adopted adults, children and adopters.	<p>1. All adoption social workers to have training in post adoption support services such as access to records and tracing of birth relatives.</p> <p>2. All adoption social workers to undertake generic work rather than restricting their skills to either recruitment and assessment or post adoption support services.</p>	<p>Oct/Nov 2012 (once 1.5 vacant posts have been filled)</p> <p>Implemented</p>

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		<p>3. Vacant post to be advertised without delay. To use external sources such as BAAF where necessary (this has taken place with the current vacancies in the team)</p> <p>4. Service Manager and Team manager to work closely with HR to ensure vacancies are filled without delays.</p>	<p>Done</p> <p>One current one day pw vacancy to be advertised</p>
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