Adopters provide 'Letter of intention to adopt
ASW notifies adopters LA
CSW completes within 10 days of Adoption
- Adoption team with completed Support Plan and contact details

Later-in-Life Letter
Final Hearing
AO Granted
Pronouncement Hearing

Selection (Linking)

Matching

Matching Panel

Ratification by ADM

Introduction Planning Meeting

Review of Introductions

Child moves to adopters

First Review within 28 days of move

Adoption Application

Court Hearing

- CSW & ASW visit shortlisted families together (up to 3 families)
- Linking meeting within 5 days of visits; attended by CSW, ASW & their TM’s
- Continue Family Finding or go to Matching
- Panel date identified

- CSW, ASW, Adopters & their ASW all attend
- CPR, F/C report; PAR, APR; ASP; Parental responsibility form; ADM minutes; Adopters Approval minutes

- Ratification within 10 days of receiving minutes
- After ratification, F/C shares adopter material with child

- Attendees as above
- Adopters provide ‘Letter of intention to adopt
- ASW notifies adopters LA; Health authority & Education authority of move

- Weekly visits for first 4 weeks (joint or shared by CSW & ASW)
- CSW & ASW available for support & guidance
- Meeting between F/C, adopters & child in neutral setting within 2-3 weeks

- Life story book to be completed by this date at latest

- Contact agreement confirmed
To be signed by adopters, birth relatives (separate docs)
- ASW liaises with Post Adoption SW

- CSW written evidence engaging with parents / attempts to locate / advise of hearing and Court process

- CSW completes within 10 days of Adoption
Order granted

- CSW & ASW visit shortlisted families
- CSW updates CPR as required
- ASW leads on Adoption Support Plan (ASP) with CSW input
- ASP agreed with Ad TM and Support TM
- ASW liaises with Adopters SW re their materials for preparing child

- All direct contact between child and birth family ended prior to planning meeting

- CSW, ASW, Adopters & their ASW all attend
- Chaired by Ad TM or substitute
- ASW prepares draft intro schedule
- Clarify Life Story Book completion
- Clarify contact plans Direct or Indirect
- Consider adopters meeting birth parents

- CSW notifies Placement Update Group (PUG) of move to adopters and end of Foster placement
- Adopters hold partial PR
- ASW processes all costs
- Adoption TM completes interagency form HI if appropriate

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- Adopters hold partial PR
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- Attendees by adopters; Adopters ASW; CSW; Chaired by IRO; Post Adoption SW invited

- Lodged 10m weeks minimum after placement
- Adopters ASW and ASW assist with application
- Court report (Rule 14.11) completed;
- CSW & ASP part A jointly;
- CSW parts B, D & E; CiC TM QA’s
- ASP part C; Ad TM QA’s
- ASW co-ordinates & merges final report & filing to Court

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- Court report (Rule 14.11) completed;
- CSW & ASP part A jointly;
- CSW parts B, D & E; CiC TM QA’s
- ASP part C; Ad TM QA’s
- ASW co-ordinates & merges final report & filing to Court

- CSW & ASW attend Court
- LBWF cover reasonable legal costs if case contested & requires representation

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- Adoptions, child, CSW, ASW, plus Family & Friends attend