

## ADOPTION PATHWAY

This document summarises how ACE and the local authorities can work together in progressing adoption plans for children. Based on a Hub and Spoke model the Hub provides the first point of contact and is concerned with the recruitment of adopters, Early Permanence – Fostering for Adoption and adoption panel arrangements. The ACE Spokes based in each area have key responsibilities for adoption support and non-agency adoption assessments.

### Key Contacts:

ACE Lead Manager - **Brenda Vincent**  
[brendavincent@aceadoption.com](mailto:brendavincent@aceadoption.com)

Business Support Manager – **Ann Gill**  
[anngill@aceadoption.com](mailto:anngill@aceadoption.com)

**ACE tel no: 0300 369 0556 or email [enquiries@aceadoption.com](mailto:enquiries@aceadoption.com)**

Operations Manager (Hub) – <b>Melissa Rose</b> <a href="mailto:melissarose@aceadoption.com">melissarose@aceadoption.com</a>	Operations Manager (Spokes) - <b>Louise Hathaway</b> <a href="mailto:louisehathaway@aceadoption.com">louisehathaway@aceadoption.com</a>
Central Adoption Panel Administrator - <b>Michelle Rothwell</b> <a href="mailto:michellerothwell@aceadoption.com">michellerothwell@aceadoption.com</a>	ACE North (Coventry) - <b>Ruth Homer/Alison Gray</b> <a href="mailto:ruthhomer@aceadoption.com">ruthhomer@aceadoption.com</a> or <a href="mailto:alisongray@aceadoption.com">alisongray@aceadoption.com</a>
Adoption Panel Advisor – <b>Kate Cowell</b> <a href="mailto:katecowell@aceadoption.com">katecowell@aceadoption.com</a>	ACE East (Warwick) - <b>Fiona Chikumbirike</b> <a href="mailto:fionachikumbirike@aceadoption.com">fionachikumbirike@aceadoption.com</a>
Hub Manager (Hub Manager Family Finding Lead - HMFF) – <b>Hazel Howard</b> <a href="mailto:hazelhoward@aceadoption.com">hazelhoward@aceadoption.com</a>	ACE West (Solihull) – <b>Alison Gray</b> <a href="mailto:alisongray@aceadoption.com">alisongray@aceadoption.com</a>
Hub Manager – <b>Minda Ballagan-Melen</b> <a href="mailto:mindaballagan-melen@aceadoption.com">mindaballagan-melen@aceadoption.com</a>	ACE South (Worcester) - <b>Corina Aursei</b> <a href="mailto:corinaaursei@aceadoption.com">corinaaursei@aceadoption.com</a>

### Glossary

CSW - Child's social worker	ACE ASW – ACE adoption social worker
ADM – Agency decision maker	FfA – Fostering for adoption
FFSW – Family finding social worker	LA – Local authority
ASF – Adoption support fund	PAR – Prospective adopter's report
HMFF – Hub manager – family finding lead	OM – Operations manager

## Arrangements for children who have an adoption plan

<b>Local Authority</b>	<b>Adoption Central England (ACE)</b>
<p><b>Early Permanence (i)</b></p> <p>Prior to a child's birth consideration of Early Permanence (fostering for adoption) is made at the earliest opportunity but as a minimum at any PLO meeting.</p> <p>CSW visits any potential FFA carers with the ACE ASW and will make a decision as to whether to proceed within 24 hours.</p> <p>CSW completes child's sections of the Reg 22c form.</p> <p>Placement agreed by the Local Authority ADM via Reg 22c form.</p>	<p>CSW contacts the Hub managers, submits the <b>Early Permanence Referral Form</b> and follows the procedures and guidance provided.</p> <p>Hub manager will advise CSW of potential adoptive families.</p> <p>ACE ASW will complete joint visit to potential FfA carers.</p> <p>ACE ASW completes adopters section of the Reg 22c form.</p> <p>ACE SW will support the placement, including meeting the fostering regulations and undertaking supervision.</p>
<p><b>Early Permanence (ii)</b></p> <p>Consideration of fostering for adoption where there is any placement change/disruption or a change in the child's plan for adoption. This includes any child leaving a residential or parent and child placement, where assessments of birth parents and family members are negative.</p>	<p>HMFF or FFSW attends:</p> <ul style="list-style-type: none"> <li>• Adoption Tracking Meeting (Solihull)</li> <li>• Through Care Panel (Warwickshire)</li> <li>• Via case progression manager though Legal Panel Meeting (Coventry)</li> <li>• Legal Planning Meetings (Worcestershire).</li> </ul> <p>Child's details entered onto the ACE Early Tracker Spreadsheet held by the Hub OM.</p> <p>Hub manager will advise CSW of potential adoptive families.</p>
<p><b>Adoption Decision and Planning</b></p> <p>All assessments of birth parents and/or birth family are completed.</p> <p>Child's Looked After Review endorses the care plan of adoption.</p> <p>CSW arranges the adoption medical.</p>	<p>ACE notified by telephone or email that a child has an adoption decision.</p> <p>ACE administrator enters the child on ACE MOSAIC creating an ADM notification record. HMFF enters the child's details on the matching and tracking system for ACE and</p>

<p>CSW sets up an adoption case record for the child on their recording system.</p> <p>CSW completes the ADM paperwork, to include as a minimum Child's Permanence Report (CPR), Guardian's views, Adoption Health Report, date the plan was endorsed by the review, Statement of Facts.</p> <p>Arrangements made for the ADM to consider the adoption plan at the earliest possible time ensuring that (i) the paperwork is accurate, (ii) quality assured by the CSW's line manager, and (iii) that legal advice has been obtained.</p> <p>ADM gives consideration and records the in principle recommendation whether the child/ren meet the eligibility for an adoption allowance or other financial support to enable the placement to happen.</p> <p>CSW enters the child's adoption decision onto their client record system.</p> <p>CSW ensures that HMFF and FF lead for their LA is sent copies of the paperwork as presented to the ADM for the adoption decision. <b>ADM Decision Sheet</b> is forwarded within 48 hrs of the decision being made to ACE.</p> <p>Direct work with the child starts/continues as agreed to prepare the child for adoption.</p> <p>Referral to Independent Birth Family Support Services as per LA arrangements.</p>	<p>the ADM profile is completed in readiness for the ACE Matching and Tracking meetings – held monthly.</p> <p>ACE <b>Matching and Tracking Meeting</b> (to include virtual attendance) takes place with Hub managers, ACE family finders and the social workers for the children as required.</p> <p>Hub managers identify and share details of prospective families with the CSW following the <b>Matching and Tracking Meeting</b>.</p>
<p><b>Family Finding and Matching</b></p>	
<p>Identification of suitable family's progresses.</p> <p>CSW advise ACE within 5 working days of shortlisted families and request the full PARs.</p> <p>LA manager may chair a <b>Matching Meeting</b> to consider potential adoptive</p>	<p>ACE aims to provide a minimum of 2 potential families to the CSW for consideration. Where there are complexities i.e. siblings, complex needs and/or BME children one 1 profile only may be available/suitable.</p> <p>Adoption PARs may be issued for a number of children who require a match and matches will be progressed as soon as the initial</p>

<p>families and those to be visited</p> <p>Families are to be visited within <b>10 working days</b> (unless court timetables dictate otherwise) of receiving the PAR.</p> <p>Following any visits the CSW will make their decision and share the outcome and any relevant feedback to ACE within <b>72 hours</b>.</p> <p>CSW and ACE ASW jointly complete the matching documentation and support plan giving consideration to an ASF application or other support as may be required by the adopters and the child at this stage.</p> <p><b>Local Authority manager to agree any short term and/or long term financial support and approve the support plan prior to the Adoption Matching Panel.</b></p> <p>CSW attends the Adoption Panel for the adoption matching recommendation.</p> <p>Local Authority ADM ratifies the matching recommendation from the Panel and ensures this is entered onto the child's client record system.</p>	<p>response is received from the CSW.</p> <p>ACE Lead Manager agrees an interagency search where there are no suitable or potential families in ACE. The allocated FF in these cases will prepare profile on the child/children that may be used to support family finding and interagency activities.</p> <p>Hub managers advise on and chair <b>Life Appreciation Meetings</b> where required.</p> <p>Hub manager chairs the <b>Placement Planning Meetings</b> including the arrangements for the review of introductions.</p> <p>HMFF chairs Interagency Placement Planning Meetings.</p>
<p><b>Post Placement</b></p>	
<p>Arrangements for the CSW to complete statutory visits are put into place with the ASW completing welfare visits in between and both to complete additional support visits as required. Both SW's attend the Child Looked After Reviews.</p> <p>Ongoing consideration given to the support needs of the adoptive household and whether an application to the ASF is required.</p> <p>CSW is responsible for completing sections A, B, D and E of the Annex A report.</p> <p>CSW attends the Birth Parent Court</p>	<p>Records of visits are recorded on ACE MOSAIC alongside details of any therapeutic/adoption support services provided – details shared with the CSW to enter onto the client record system.</p> <p>ACE ASW supports adopters to make their application for the adoption order.</p> <p>ACE ASW completes the adopter section on the Annex A.</p> <p>ACE SW attends the Celebration Hearing alongside the CSW.</p>

Hearing/s and the Celebration Hearing.	
<b>Post Order</b>	
<p>Child's SW ensures completion of:</p> <ul style="list-style-type: none"> <li>• Letterbox documentation and agreements</li> <li>• Life Story Book by the 2<sup>nd</sup> review post placement</li> <li>• Later Life Letter by the Adoption Order hearing.</li> </ul> <p>Assessment for financial support finalised and arrangements put into place.</p> <p>Child's case record is closed and archived and an adoption case record is set up by the LA reflecting the child's adoption identity.</p>	<p>ACE ASW advises, supports and assists adopters in completing their sections of the Life Story Book as required.</p> <p>12 months post order support provided by the ACE ASW from the Hub.</p> <p>ACE ASW to provide advice, support and training on life story books and later life letters as required.</p>

## Adoptive families in need of support post order

**To refer for an adoption support assessment or advice, email or ring ACE who will transfer the call to the Spoke duty officer. Spoke duty operates on a rotation basis and where required an office appointment is offered.**

<b>Post Adoption Support</b>	
<p>Adoption placement requires additional support is referred directly or via MASH to ACE Duty in the Spoke.</p>	<p>ACE SWs located in the Spokes respond to the post adoption enquiries and complete the <b>Assessment of Need for Adoption Support</b> or signposts to other services.</p> <p>Services are provided (directly or commissioned) which are monitored and reviewed with liaison with the LA as necessary.</p> <p>Where there are any safeguarding concerns ACE will make a referral to the LA MASH.</p>