

Stage Two Assessment Plan (Agreement)**

This is an agreement between _____ (Name of prospective adopter/s) and

_____ (Name of adoption agency)

Now that Stage One has been successfully concluded and we have decided to proceed to working with you to complete a full assessment of your suitability to adopt, this Plan will set out what you can expect of (*give name of agency*) and what we will ask you to do during the assessment process. This Plan can be reviewed at the request of either party.

Details of the assessment

It is proposed that there will be (*insert number*) of assessment sessions over the next three months. This will be the minimum requirement needed to complete the assessment. We will discuss with you any need for additional sessions which is identified during the assessment or undertaken as standard within this agency.

There will also be additional meetings or contact arranged with (*name(s) of child/ren at home or living away from home – insert where appropriate*)

Each session will last between 1–2.5 hours and will be held at your home or at the agency's office as agreed below.

The assessment will start on (*date of first assessment visit*).

Date of visit	Time and venue of visit/meeting	Who will be involved	What areas will be covered

It is anticipated that the date of completion of the assessment report will be (*date*)

A second opinion visit may be undertaken if needed by another social worker or team manager following completion of the report.

The report will be presented to the adoption panel on (*give date and venue*)

- You will be given information about the process for submitting representations or applying to the Independent Review Mechanism (IRM)
- We will discuss with you whether we need to make contingency plans where a worker is going on extended annual leave or goes off sick for an extended period and will discuss and agree a solution with you.
- We will all agree to prioritise meetings and come prepared with agreed tasks promptly completed. If either party cannot make a planned visit, they will let people know in good time so a new date can be arranged. If you have had to cancel visits or decide you would like to take some time out from the assessment, this may require the panel date to be delayed.
- We would expect that this assessment will be completed within four months. Where there are delays on behalf of the agency we will let you know and give you reasons for any delays verbally and in writing and take all reasonable steps to minimise the length of these delays.
- It is important that you feel you can decide that you want to take a break or slow down the process at any time if you wish to do so. Initially we would ask you to discuss this with your assessing social worker, following this up with putting your reasons in writing for our case files.

Training

The following training/preparation which is offered by the agency has been identified as helpful to you and we would ask that you attend/complete during Stage One of the assessment.

Working in partnership

- It is important that during the course of this assessment there is a commitment to an honest and open exchange between you and your assessing social worker. This is an essential part of the working relationship. We ask you to share full information with your assessing social worker and if you are unsure about the impact of sharing information then please raise this with your worker.
- We will discuss any issues or concerns that may emerge during the assessment so there is an opportunity to resolve them wherever possible. If there is information that is provided from references or statutory checks, we will share as full information as possible but sharing of any third party information will have to take account of data protection principles.
- You will be given contact details for the adoption team manager so you can get in touch with them at any time if you have concerns about the progress of their assessment or want to request a review of the assessment agreement.
- We ask you to agree to respect confidentiality and keep secure all information provided to you in respect of any early discussions of children during this period.

Any other points to be covered

SIGNATURES

Signature of first applicant

Date

Print name

Signature of second applicant

Date

Print name

Signature of social worker

Signature

Date

Print name

Signature of team manager on behalf of the agency

Signature

Date

Print name
