

Appendix 2

Timescales, Processes, Responsibilities and Paperwork Requirements for Adoption Planning for Children Going Through Court Proceedings.

(Note timescales will be different for NAI and child sexual abuse. Also where the child's parents consent to placement for adoption the Adoption Panel is still required to consider cases)

Time scale	Process	Responsible person	Who else	Information/Evidence needed
	Core assessment	Social worker	Family support to assist with gathering information, child	Consultation from CAMHS. Information from other professionals. Start obtaining specialist assessments. Start collating historical background information about birth family & siblings.
	Child Protection Conference Review	IRO	Social worker, parents	
Before 1 st LAAM	Family Group Conference	Family group conference coordinator	Social worker, family, friends and connected persons	
Before 1 st LAAM	Edge of care multi-agencies meeting	District manager	Principal and Practice manager, social worker, other agencies involved especially CAMHS	Specialist assessments
Before 1 st LAAM	Obtain views and wishes of child		Social worker, child	
10 days before 1 st LAAM	Decision to go to Legal Action and Advice Meeting (LAAM)	District manager discussion with Strategic Service Manager	Principal and Practice manager, social worker, Court Administration Officer	
3 months from CP plan where parents not co-	LAAM	Chaired by Tracey Coffey	Legal Advisor Case-holding Social	Signs of Safety Assessment, CP Plan,

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Time scale	Process	Responsible person	Who else	Information/Evidence needed
operating/no significant improvement. OR CP plan for 12 months.			Worker (not a substitute), Case-holding Practice Manager – must attend	updated core assessment, chronology, multi-agency edge of care minutes. Parenting assessment
At 1 st LAAM	Direction to social worker to obtain evidence within strict timescales	Chair of LAAM		
At 1 st LAAM	Check CAMHS involvement.	Chair of LAAM		
At 1 st LAAM	Decision to issue. If adoption probable plan, CPR to begin, referral for adoption medical	Chair of LAAM		Timescale set for return to LAAM for approval of application paperwork.
At 1 st LAAM	Decide if pre-proceedings meeting to be held and pre-proceedings letters to be sent	Chair of LAAM		
After 1 st LAAM	Adoption social worker allocated to co-work case with child's social worker if adoption probable	Adoption Team Manager	Adoption social worker	For cases where adoption is the primary plan and the contingency plan

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	plan			
1 month from 1 st LAAM	Pre-proceedings meeting	District manager	Court Administration Officer	
Before 2 nd LAAM	Multi-agency care planning meeting	Practice Manager	Social worker, parents, advocates, agencies involved	
3 months from 1 st LAAM	Quality assurance of documentation	District, Principal and Practice managers		Covering document checklist signed by managers
7 days prior to 2 nd LAAM	Papers provided for 2 nd LAAM	Social worker		
7 days prior to 2 nd LAAM	Papers sent to Safeguarding Unit to prepare for LAC review	Social worker		
7 days prior to 2 nd LAAM	Papers sent to Agency Advisor/adoption admin	Social worker		
3 months from 1 st LAAM	2 nd LAAM	Chaired by Tracey Coffey		All court paperwork – chronology, statement, care plan, specialist assessments, core assessment, CPR completed
Outcome of 2 nd LAAM	Confirm evidence			CPR completed and

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	and approval to lodge application			presented to adoption team
Outcome of 2 nd LAAM	Arrange Care Planning meeting			
After 2 nd LAAM	Preparation of child for adoption plan	Child's social worker	Child	
After 2 nd LAAM	Tasks and timescales meetings	Adoption senior practitioners	Child's social worker, adoption social worker, CAMHS	Identify support requirements
6 days from application	First hearing			
2 – 8 weeks from proceedings instigation	Case Management Conference (CMC) 2 nd hearing – directions issued			
10 weeks from proceedings instigation	LAC review	IRO	Social worker	Care Plan, CPR
7 days from LAC review	LAC review minutes agreed	IRO	Safeguarding Unit admin, attendees at LAC review	LAC review minutes
11 weeks	Case progress review to confirm progress of any outstanding assessments and set timescales and to confirm plan on track	District manager	Legal if required, social worker, practice manager, adoption social worker	Court orders, position statement (if completed), any expert assessments directed by court that have been completed, any updates to CPR required

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12 weeks from proceedings instigation	Agency Advisor quality assures documents	Agency Advisor	Social worker	Updated and final CPR, medical report, specialist reports, LAC Review Minutes
12 weeks from proceedings instigation	Agency Advisor holds medical and legal advice meetings	Agency Advisor	Medical Advisor, Legal	Agency Advisor Summary,
12 – 13 weeks from proceedings instigation	Document package prepared for Agency Decision Maker	Agency Advisor	Adoption Panel Administrator	Agency Advisor Summary, updated and final CPR, medical report, experts reports, LAC Review Minutes
14 weeks from proceedings instigation	Documents sent to ADM	Agency Advisor	Adoption Panel Administrator	
15 weeks from proceedings instigation	Decision by ADM	Agency Decision Maker		Document to record Agency Decision
15 weeks from proceedings instigation	Final care multi-agency care plan meeting	Practice Manager	Parents, guardian, advocates, agencies involved, foster carer, supervising social worker, adoption and child's social workers	Final care plan for court presented – formal agency agreement signed and evidenced. If not adoption, plan for no further order, PWP, or SGO confirmed
15 – 17 weeks from proceedings instigation	Placement Order application			Care Plan and statements

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Time scale	Process	Responsible person	Who else	Information/Evidence needed
18 – 25 weeks from proceedings instigation	Issue Resolution Hearing (IRH)			Final remaining evidence filed
26 weeks from proceedings instigation	Final hearing			