Process for decision making concerned with adoption support plans for individual people: -

1. Request made for assessment of adoption support needs

We can prompt relevant people as defined in the legislation to make request assuming there is evidence that there may be need and the person who might make any request has not appreciated their requirement to make formal request.

1. Request if made through engagement; intake and assessment or continuing support teams to be alerted to Placement Services Team Manager **and** Corporate Parenting & Commissioning Manager.

It is assumed the issue of assessment of adoption support needs will be considered when an adoption placement is made in which scenario the Placement Services Team Manager and the Corporate Parenting & Commissioning Manager would be alert to those assessments.

Workers in the community based teams (engagement; intake and assessment or continuing support) should be particularly alert to requests made for assessment of adoption support needs where the placement was made before this new legislation/ or following time passing and needs emerging that had not been anticipated at time of placement. Workers in the community based teams will need to seek advice from their relevant SSW who must advise the Placement Services Team Manager. The reason for this flow of communication is to plan between placement services and community based teams how the assessment will be progressed.

The Placement Services Team Manager will advise the Corporate Parenting and Commissioning Manager of the request for assessment.

1. Appropriate request and event to be created on Carefirst

Workers must be specific within Carefirst when assessment is concerned with adoption support.

1. Process

The Placement Services Team Manager and the Corporate Parenting and Commissioning Manager will confirm that the request meets the criteria within legislation of those who may seek assessment for adoption support and equally of those who may seek assessment resulting in formulation of adoption support plan.

The Placement Services Team Manager and the Corporate Parenting and Commissioning Manager, with relevant area manager, if appropriate, will agree who will undertake the assessment of needs: - community based SW and/ or Placement Services SW.

It is assumed that when new adoption placements are being made the team which is the team round that child as part of child’s needs meeting will consider adoption support needs (of child and others who meet the criteria). This early consideration at child’s needs meeting does not preclude those directly affected seeking update and review of their adoption needs at any other time.

1. Timescale – the assessment must start within 4 weeks.
2. “Agency decision maker” for post Adoption Support Decision making

The Placement Services Team Manager and the Corporate Parenting and Commissioning Manager will have a lead role in contacting any of the following and advising of the adoption assessment and confirming their role in this process.

Those who will constitute the panel for Decision Making for Post Adoption Support in Moray will be: -

Placement Services Team Manager

Corporate Parenting and Commissioning Manager

Relevant Team Manager (engagement; intake & assessment; continuing support)

Plus where appropriate: -

Inclusion Manager\*

Principal Educational Psychologist\*

Child Health Community Medicine\*.

* Any or all of the above\* will be approached to confirm their need to be part of the decision making process. Their part will be concerned with: -
1. seeking to ensure resources that might be identified as being required are available through universal services and
2. confirming how to access those
3. confirming through which source specific / targeted allocation can be accessed, if additional to (a) above
4. timescales
5. or advising if targeted allocation cannot be accessed, and why not
6. suggesting alternative options
7. The people agreed at (IV), will begin the process of assessment of needs. The timescale that requires being worked within is 12 weeks for assessment. The assessors will be alert to resource but should assess and record need.

The draft – the assessment and report MUST say “draft” and should be presented to the Decision making Panel for consultation/ consideration. The Panel will comprise no less than Placement Services Team Manager and the Corporate Parenting and Commissioning Manager plus either the Relevant Team Manager (engagement; intake & assessment; continuing support), education or health. It may be there is no need for call on health or education resources.

1. Those Decision Making Panel members will confer within their systems to confirm access and timing to universal provision or whether or not specific resource will be identified and agreed with indication of timing.
2. The Decision Making Panel members will refer back to those who completed the assessment. If adjustment to the draft assessment is required those concerned must be clear why amendment is being made and record that. E.g. need can be met through acceleration through universal service or other routes to meet need may be required e.g. resource panel.
3. Those seeking assessment for adoption support should consider the assessment and confirm in writing their agreement to the draft plan, assuming there is agreement. Otherwise adjustment will be made to the draft plan.
4. The draft plan must be formally given to the Decision Making Panel members who must confirm in writing their agreement to what, when signed, will be the Adoption support plan – **no longer draft**.
5. Signatories to the Plan will be the Decision Making Panel members.

**Up dated at 19.2.2015**

**J Gordon**

**Corporate Parenting and Commissioning Manager**