



in alliance with



**Adopt East Hertfordshire  
Adoption Agency  
Statement of Purpose  
2022-2023**

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## **1. Introduction**

This Statement of Purpose sets out the principles, values and aims and objectives of Hertfordshire County Council Adoption Agency. It contains information about the service, how it is monitored and operates to benefit children.

Our overarching aim is to provide secure and loving homes to children in need of permanence via adoption and to support those children and their families as long as is needed. We offer child-led and adopter friendly services by an experience and motivated professional team.

Hertfordshire County Council is a registered Adoption Agency and is subject to the Adoption Agency Regulations (AAR) 2005 and subsequent amendments (2012). Hertfordshire County Council Adoption Agency is part of the Adopt East Alliance. Hertfordshire Adoption Agency is also referred to as Adopt East Hertfordshire, evidencing to the adoption community that they are part of Adopt East operating in Hertfordshire Local Authority area. However, the registered name of the agency remains Hertfordshire County Council Adoption Agency.

The Statement of Purpose provides information for children and young people, birth relatives, prospective and approved adopters, elected members, adoption panel members' staff, members of the public and other stakeholders.

## **2. Legal context**

The Statement of Purpose fulfils the requirement of Standard 18 of the Adoption Minimum Standards 2011 (Care Standards Act 2000) and of the Local Authority Adoption Service (England) Regulations 2003 and the Adoption Agencies (Miscellaneous Amendments) Regulations 2005, Adoption Statutory Guidance, Adoption and Children Act 2001 revised July 2014 following the Children and Families Act 2014, the Adoption Agencies (Panel and Consequential Amendments) Regulations 2012.

## **3. Aims and Objectives**

The Adoption Act 2002 promotes adoption as a permanence option for Looked After Children. The Act places the needs and welfare of the child at the centre of the

adoption process, with the welfare of the child being the paramount consideration for a court or adoption agency in all decisions relating to their adoption.

Adopt East Hertfordshire supports the ethos that children and young people are best able to develop close and enduring relationships within a family setting. Adopt East Hertfordshire aims to ensure that all children whom are placed within adoptive families will experience stability, security and quality of care throughout their childhood and into their adulthood.

Where children from Hertfordshire are unable to live within their birth family and a plan of adoption is agreed, the Adoption Agency aims to identify an adoptive family who will promote the child's wellbeing through the provision of the highest possible standards of care in line with their individual assessed needs.

The objectives of Adopt East Hertfordshire are to:

- Meet the requirements of the Adoption and Children Act 2002, associated standards, regulations and guidance
- Ensure the needs, wishes, welfare and safety of the child are at the centre of the adoption process as outlined in the Welfare Checklist (Adoption and Children Act 2002: s1)
- Support the process of timely decision making for children in relation to permanence options including the use of Early Permanence Placements
- Promote best practice in adoption through the provision of advice and support children's social work colleagues with the care planning process
- Undertake high quality marketing, recruitment and assessment of prospective adopters able to meet the diverse needs of children for whom adoption is the plan
- Ensure that recruitment of prospective adopters is targeted to meet the diverse needs of children with a plan for adoption
- Offer timely information and advice to members of the public enquiring about adoption
- Ensure the assessment and preparation of adoptive families is comprehensive and robust in order that adopters are aware of and prepared to meet the needs of children for whom adoption is the plan
- Provide child centred, needs led matching, transition and placement processes for children
- Provide a comprehensive adoption support service for adopted children and young people and their parents, adopted adults and birth family members
- Recognise that all children and young people are unique individuals and therefore offer them the individual support and care that they need
- Ensure all staff involved in adoption have the appropriate level of skill, knowledge and experience to deliver an effective service

- Regularly review and evaluate to ensure services delivered are of the highest possible standard, are compliant with the Adoption National Minimum Standards and associated legislation, and continue to meet the needs of the children and families in receipt of our services.

## 4. Values and Vision

Adopt East Hertfordshire has a vision that Hertfordshire is a place where people of all ages, particularly the most vulnerable, are able to lead happy, independent lives and fulfil their potential. With this in mind, Adopt East Hertfordshire aims to provide services that meet the individual needs of Children in Care for whom adoption is the plan as identified through the assessment, care planning and reviewing process. This will include the identification and provision of wraparound support, education and health provision, and additional therapeutic intervention, in order to enable children to reach their full potential.

The values which underpin the work of the service as an adoption agency are outlined in the Adoption Minimum Standards 2014 which aim to ensure the following:

- The service is anti-discriminatory and anyone accessing the service is treated with courtesy, respect and dignity.
- All enquiries to the service are managed in a timely and efficient manner.
- Hertfordshire County Council Adoption Agency will work in partnership with other RAA's, LA's and VAA's to promote positive outcomes for children.
- In recognition of the lifelong implications of adoption, the service will ensure that appropriate support services are available to all those whose lives are impact by adoption, i.e. children and young people, adopters, adopted adults and birth family members.
- All those accessing services from Hertfordshire County Council Adoption Agency will be made aware of how to comment or complain about the service they receive and have access to external complaints mechanisms as required by legislation, regulation and guidance.
- The service recognises that all children and young people are unique individuals and therefore will offer them the individual support and care they need.

## 5. Management and Organisational Structure

Adopt East Hertfordshire's Adoption Agency forms part of Hertfordshire County Council's Children's Services directorate. The Directorate is headed by the Executive Director of Children's Services, Jo Fisher. The Director of Specialist Services Department Childrens Services has operational responsibility for the Adoption

Agency. The Adoption Service manager is the Registered Manager for the Adoption Agency.

Alongside the governance structure of Hertfordshire County Council's Adoption Agency, Adopt East Hertfordshire also has a governance structure in place as part of the Adopt East Alliance. Through a formal collaboration agreement, Hertfordshire forms part of the Adopt East Alliance. The Alliance has a governance structure by way of three management boards:

- Directors for Children Services Board
- Senior Leadership Board
- Regional Practice Board

All of the work of the Alliance is overseen by an Executive Head of Adopt East who works closely with the management team within Adopt East – Hertfordshire.

There are currently five Adoption Teams in Adopt East Hertfordshire:

1. Adoption & Fostering Recruitment Team
2. West Adoption Assessment Team
3. East Adoption Assessment Team
4. Family Finding Team
5. Adoption Support Team

All the Adoption Teams are managed by an Adoption Team Manager. All workers are supervised by appropriately qualified supervisors. The Team Manager and Social Work Staff are professionally qualified with commensurate social work experience in relation to permanence planning and adoption. Staff practice is supported via monthly supervision and annual Personal Development Reviews to identify training needs which inform the Council's own Learning and Development Programme. All social work staff are registered with Social Work England.

The role of the Adoption Support Services Adviser (ASSA) is undertaken by the Adoption Service Manager who often delegates elements of this role to Team Managers.

In addition to the adoption teams, the Adoption & Fostering Panel Team supports the Adoption Panel and the Agency Decision Maker (ADM) process. The team, supported by business support officers, ensures that statutory timescales regarding the production of reports and minutes of Panel meetings are met. The Adoption Service Manager acts in an advisory role to the Children's ADM.

## 6. Services Provided by Adopt East Hertfordshire

The Adoption Teams delivers services that enhance the recruitment, assessment and training of adopters, the timely and safe placement of children and appropriate follow-on support. Adopt East Hertfordshire recognise the lifelong implications of adoption for children, adopters and birth family members and undertakes to provide support throughout the adoption life cycle, including services for adopted adults wishing to access their birth records.

Adopt East as a whole recruit, assess and approve a range of adoptive families in sufficient numbers to meet the needs of Adopt East children for whom adoption is the plan including children with harder to place characteristics and sibling groups. Adopters are not limited to providing a family for Adopt East children but are also encouraged to look nationally for a child/children.

The service undertakes Family Finding activity for Hertfordshire Local Authority children to ensure early permanence planning for children where adoption is a primary or parallel plan is given appropriate priority. The service is responsible for the identification of matching requirements for children to ensure a match with the most appropriate adoptive family is achieved in a timely manner.

Adoption support services are provided for adopted children and young people, adoptive families, adopted adults and birth family members, recognising the life long journey for all parties as follows:

- Counselling, information and support for birth parents whose children have a plan of adoption.
- Counselling for adopted adults in accordance with Schedule 2 of the Adoption and Children Act 2002. Those wanting intermediary service to track birth relatives are signposted to appropriate independent agencies.
- Assessments of adoption support needs pre and post order and when appropriate will make applications to the Adoption Support Fund to support the provision of therapeutic services for adopted children and their families.
- Comprehensive adoption support for those affected by adoption in line with the Adoption Support Services Regulations, both prior to and after an Adoption Order has been made. This will include adoptive families unknown to the Agency who reside in the County and request adoption support assessments three years after their Adoption Order was granted. Likewise, the team provides adoption support

to adoptive families who have placements of Hertfordshire children but live outside of our area for a period of three years after the granting of the Adoption Order.

## **7. Recruitment, Preparation, Assessment and Support to Prospective Adopters**

The following is a summary of Adopt East Hertfordshire's procedure for the recruitment, preparation, assessment and support of prospective adopters.

### **Enquiries**

The Adoption Agency provides a duty service to respond to enquiries from prospective adopters. Prospective adopters contacting the service are provided with written information about adoption within one working day.

Once an initial enquiry has been completed, prospective adopters will be invited to an Adoption Information Meeting which are delivered virtually on a monthly on a basis. At the events, enquirers will be provided with 'real time' data about the numbers of children waiting, their age groups, and if they are to be placed as siblings across Adopt East. Experienced adopters attend these meetings to share their experiences of the adoption process.

Following attendance at the information event, if enquirers feel they would like to further explore adoption, they will contact the adoption team to request an Expression of Interest Form and information pack.

Once the Expression of Interest Form has been completed and returned by the enquirer, the enquirer will be invited to attend a Foundation Day workshop that will give them further information about an Introduction to Adoption. The Foundation Day workshops are delivered on virtually or face to face on a monthly basis. The aim of the workshop event is to create a safe place to think about adoption and whether is it right for them.

Following the workshop, social workers will contact all the participants in an adopter-led discussion, to enable social workers to get to know participants better and to help them make decisions about their readiness.



Should the enquirer decide to proceed to the next stage of the process, they will be sent a Registration of Interest form and once completed and returned, the Business Support Officer will process statutory checks and references. They will also be advised of the next steps to being Stage One.

## **Stage One Assessment**

Once the Registration of Interest is returned, the enquirer will be given further information about Stage One of the assessment process, including: the Stage One Agreement form, information about statutory checks and Preparation Training.

Every effort is made to complete the work of Stage 1 within two months, unless there are clear reasons why it needs to take longer, for example when a statutory check is delayed, or if a prospective adopter needs more time to complete voluntary childcare experience.

Stage One of the process is 'adopter-led'. Prospective adopters will be allocated a practitioner in the Adoption Recruitment team whom they can contact for support during this stage of the process.. Adopt East Hertfordshire endeavour to support prospective adopters in Stage One to broaden knowledge of adoption and children's needs, and offer advice on how they can build on this knowledge and experience to support their role as adoptive parents.

Prospective adopters are offered Adoption Preparation Training (APT) in Stage One with additional, optional modules prior to commencing Stage Two and post approval as appropriate. The training is designed to help prospective adopters to assess their own capacity and motivation to adopt a child by providing information, stimulating discussion and meeting experienced adopters.

Prospective adopters will also be invited to attend an additional training session about Early Permanence. The training is designed to help people understand the role of an Early Permanence Carer, how it differs from traditional adoption placements and the foster components of early permanence including contact, work with parents and the role of the Local Authority. The training includes meeting with experienced Early Permanence Carers, reflecting on their own capacity and motivation to adopt a child via an early permanence arrangement. This allows an element of self-selection for prospective adopters who, having completed the Early Permanence training module, are able to decide whether or not early permanence is right for them.

None of the Preparation Training is formally assessed. However, if specific concerns arise, these will be shared with the individual after the groups, and with the linked social worker. The group leaders write a brief, descriptive comment on the applicant's participation in the groups for inclusion in the Prospective Adopter's Report.

## **Statutory Checks**

All statutory checks, including DBS checks and medicals are taken up as soon as the Registration of Interest is accepted. Applicants are aware that negative police/statutory checks may affect their application and in some case may result in rejection. References are taken up with Local Authorities where the applicants have lived over the past 10 years or longer if they have previously parented children whilst living within another Local Authority area. Applicants are advised to inform us of any adverse history or medical condition which any of these checks may reveal. If applicants work with or have previously worked with children or vulnerable adults, employers are asked whether there are any concerns of a safeguarding nature. This includes any voluntary work undertaken.

Other checks include employer checks, contacting adult children of the applicant/s and former partners with whom the applicant has lived with will be sought.

## **Adoption Medical**

Applicants will be asked to have their Adoption Medical as soon as their Registration of Interest is received. The Medical Advisor may follow up any concerns with the GP/hospital consultant. They will provide a summary of the applicant's medical information and any contra-indications to them becoming adoptive parents. The Medical Advisor's opinion is taken into account in assessing the applicants' suitability to progress to Stage One alongside other information.

Once all Stage One training is complete and statutory references and checks are returned, the prospective adopters will be invited to attend an End of Stage One Meeting to discuss their experience of the process to date and whether or not they, and the agency, feel the timing is right for them to progress onto Stage Two. A Stage One report will be written by the social worker to summarise the information gathered. This information will then be reviewed by an Adoption Manager to ascertain whether there is sufficient information for the prospective adopters to continue on to Stage Two of the adoption process.

At this point prospective adopters can choose, if they wish, to take a break of up to six months between Stage One and Stage Two of the process. Sometimes as an

adoption agency we may recommend a break, to give time to resolve any housing, employment or other issues that may arise.

If a decision is made by the agency during or at the end of Stage One that the prospective adopter is not suitable to progress to Stage Two Assessment, this will be discussed with the prospective adopter and a written explanation of this decision will also be sent to them.

## **Stage Two Assessment**

If the agency agrees that the prospective adopters can proceed an assessing social worker is allocated. A Stage Two Agreement meeting is then held with the allocated social worker to plan the assessment and schedule presentation of the assessment to the Adoption Panel. In instances where there may be a delay in allocating an assessing social worker to commence the Stage 2 assessment, the recruitment social worker will maintain contact with the prospective adopters and keep them updated on any events or training that may be suitable for them to attend whilst they are waiting.

During Stage Two, if issues arise which the assessing social worker or manager believe might mean an applicant may not be approved by Panel, we may present a 'brief report' to Panel, setting out the concerns and their reasoning. Applicants may make representations in person or writing to Panel. If Panel recommends that the application should not be completed, and the Agency Decision Maker (ADM) is subsequently 'minded' to decide that the assessment should not be completed, the ADM will issue a 'qualifying determination', and inform the applicants of their options. The applicants are entitled to ask for their application to be reconsidered by the Adoption Panel, or to go the Independent Review Mechanism (IRM). The recommendation of the subsequent Adoption Panel or of the IRM is then referred back to the ADM, who will consider all the information and reach a decision which will be final. If the applicants wish to make representations to the agency without accessing the IRM they have 45 days to make these representations in writing.

Applicants see their Prospective Adopters Report (PAR) and may contribute to it/correct factual information or attach their own written comments. They will usually have up to five working days to complete this and are invited to attend the adoption panel at the time their suitability as adopters is considered.

In the course of the assessment, the topics listed in the PAR are covered, and if a couple, each applicant is expected to undergo at least one individual interview. Any children of the applicant/s will be involved in the assessment and their views obtained in an age appropriate manner.

## **Interviewing Members of Extended Family/Adult Children**

If members of the extended family are expected to play a particular role in an adopted child's life (e.g. by providing day care for a working parent) they will be interviewed. Family members or friends who may regularly provide back-up care may be asked to have a DBS check.

Where possible adult children of the applicant/s, including those who live away from home, are interviewed. Where an interview is not possible, adult children will be written to seeking their comments on their parent's plans. The comments of adult children are taken seriously. They do not have an automatic veto, but their views are considered and followed up. If we can obtain their permission, their comments are shared with the applicants.

Where there are previous significant relationships or where applicants have jointly parented a child with a former partner, that partner will be contacted to request their view or concerns they may have about the applicant's ability to keep a child safe. If this is not possible/appropriate, an attempt to seek corroborative evidence will be made and the reason will be explained in the assessment report and the Panel will take a view of all the circumstances.

## **Referees**

At least three personal referees will be interviewed for a single applicant and four for couples. Two of these should be a family member for each applicant. Additional referees may be needed if there are issues about a particular stage in the applicant's life about which we need to obtain another view. A written summary of each interview is made. Consent to share the references will be discussed during the reference visit and also when shared in writing.

## **Second Time Applicants**

Second time applicants may be eligible for a fast track process, depending on the time elapsed since their previous adoption. Their assessments will build on their experience and concentrate on issues that the previous placement has raised as well as considering the needs of their existing child/ren and their needs in relation to a new placement.

Enquiries from second time adopters or foster carers wishing to be considered to adopt a child in their care will be offered an initial visit to explore their current circumstances and the timing of their enquiry.

Following the initial visit, the social worker will write up a report of the visit indicating if they recommend that the enquirer is invited on to Stage One. This will then be passed to a Team Manager for approval. A copy of this report and recommendation will be

sent to the prospective adopter. If the decision is to invite them onto Stage One they will be sent a Registration of Interest Form (ROI). For second time adopters and foster carers, Stage One and Stage Two of the assessment process can run in parallel if appropriate following a positive recommendation from the initial visit. Second time adopters will be invited to attend specific Adopt East training for second time adopters.

As with first time enquirers if the recommendation is not to invite the enquirer to commence Stage One they will be informed of they will also receive a copy of the initial visit report and be advised of the reasons for the recommendation.

### **Adoption Panel**

Once the Prospective Adopter Report is completed, this is presented to the Adoption Panel to consider the application. The Panel then make a recommendation in relation to the applicants' suitability to be approved as adopters. The recommendation is considered by the Agency Decision Maker, who makes the decision. If the applicant is dissatisfied with the outcome, they may make representations via the Independent Review Mechanism. The procedure for applications that go to the IRM is outlined above.

Once the Agency Decision Maker has made a decision in respect of the prospective adopters' suitability to adopt, they will be advised verbally by their social worker and in writing within five working days of the decision being made.

This represents the end of Stage Two.

### **Early Permanence Placements**

For those adopters who feel it is appropriate, prospective adopters may be dually approved as prospective adopters and foster carers. This allows a child/children to be placed with them initially under fostering regulations, prior to the courts providing permission to place for adoption. This process will be discussed with adopters during their Stage Two Assessment and again at the point that an Early Permanence Placement is identified.

### **Review of Approved Adopters**

The adoption team aim to match approved adopters and children at the earliest opportunity, working proactively with adopters to enable safe and timely placements to be made. The focus is on securing the right placements for children which may mean there is an interval between an adopter being approved and a child being placed.

Adopt East Herefordshire are members of Adopt East Regional Adoption Alliance and as such share details of children and adopters waiting for placements in order to secure timely placements of children from across the Adopt East Region. As part of this alliance, waiting adopters will be invited to attend regional events in relation to children waiting for placements and will be supported to consider potential links with these children as appropriate.

Where there is a significant change of circumstance, or if approved adopters have not had a child placed within a year of being approved (and similarly if they wait for a further period of a year without a placement) a review of their circumstances will be undertaken including:

- Placements that have been considered and why no placement resulted
- Significant changes in circumstances
- Changes in relation to the characteristics of children for whom the adopter wishes to consider
- The applicants' views and wishes
- Information from updated statutory checks – DBS updates
- Making a recommendation as to whether to continue the approved status of the adopter/s or not

If, as a result of the review, there is a recommendation to terminate the approval, adopters will be provided with a copy of report, and will be able to add their comments to it. This will then be presented to the Adoption Panel, which adopters will be invited to attend. As with the original approval process the Panel will make a recommendation regarding the adopters' continued suitability which will then be considered by the Agency Decision Maker (ADM). If the adopters do not accept the ADM decision, the representations procedure or referral to the Independent Review Mechanism (IRM) is available at this stage as at the initial approval stage.

### **Family Finding and Matching Children with Adopters**

The adoption team are responsible for undertaking all Family Finding activity for children referred to the service. This may include, where necessary, undertaking activity required to secure an Inter-Agency placement for a child for whom no match within Adopt East is available e.g. attendance at craft days, exchange days and referral to Linkmaker.

Decisions regarding progression of matches will be based upon the ability of adopters to meet the assessed needs of the child which will be recorded and evidenced via a linking meeting held between a combination of the child's social worker, adopters' social worker and family finding social worker chaired by an adoption team manager.

Adopters are supported by their social worker to make an informed decision as to whether or not a proposed match is right for them and their family. They are provided with written information and assessments about the child's needs and experiences, have an opportunity to meet the child's current foster carer and other key professionals involved with them including their social worker. They will also be provided with an opportunity for consultations with the agency Medical Adviser, and have opportunity to meet the child as a '*friend*' of the current carer, known as a Chemistry Visit. This allows prospective adopters the opportunity to get to know the child without the pressure of being introduced as the new parent. Child Appreciation Days will also be convened for some children.

Matches of children with prospective adopters are made on the basis of a child's holistic needs, including age, emotional and behavioural development as well as ethnicity, race and religion. A placement will not be delayed in order to find an exact ethnic/religious match if a family is available who can meet the child's other needs. However, transracial adopters will need to demonstrate how they can promote a child's positive sense of identity.

Social workers within the adoption team work closely with children's social workers and foster carers to support the assessment of the needs of individual children and those within a sibling group to determine whether they are placed together or separately, and if to be separated, how each child's needs will be met in terms of attachments within the sibling group/ings and ongoing contact planning.

Any plans for post adoption contact, direct or indirect, with the children's birth parents, siblings or relatives will be made after an assessment of the child's needs and any associated risks the birth family members may represent. Any proposed contact plans will be discussed with prospective adopters as part of the matching process.

Proposed matches between adopters and specific children will be presented to the Adoption Panel for consideration and recommendation and the Agency Decision Maker will make the decision in respect of the match.

Matching and placement of children with Early Permanence Carers will follow a similar process although there is often limited information available about a child's health and development at the point that specific placements are being considered and matching will be driven by the agencies understanding of the child's background family factors and antenatal experience against the matching considerations that adopters have indicated during their assessment process that they would feel able to manage.

## 8. Adoption Panel

### Adoption Panel Arrangements

The Adoption Agency Regulations require that all Adoption Agencies must establish a Panel to consider the circumstances of children who may require adoption, the suitability of prospective adopters and the placement of approved children with specific adopters. The Panel makes recommendations to Adopt East Hertfordshire's Agency Decision Maker. The role of the Agency Decision Maker is undertaken by the following:

- Lynn Knowles, Head of Adoption & Fostering.
- Raul Butron, Interim Head of Quality Assurance & Principal Social Worker
- Donna Gilfillan, Service Manager of CP Conferencing, LADO, CPSLO, FGC and Lifelong Links

The Adoption Panel Advisor, in consultation with the Independent Chair, will ensure that the training needs of Panel Members are regularly considered and that opportunities for training are provided.

The Adoption Panel Advisor ensures that there is a balanced representation on the Panel. In line with the requirements of the Adoption Minimum Standards, a 'Central List' of Adoption Panel Members has been established.

All Panel members, including the Independent Chairperson, will be subject to annual appraisals.

## 9. Monitoring of Children's Plans

Adopt East Hertfordshire undertakes close tracking of cases, through the Public Law Outline (PLO) Stage and care proceedings, to ensure assessments and decision making is timely, so that where a child's plan is Adoption, Placement Order applications are made within timescales.

Family finding social workers attend Permanency Planning Meetings where there is a parallel plan of adoption in order to provide advice and support around care planning.

Adopt East Hertfordshire have retained the post of the Matching co-ordinator, who is a suitably qualified and experienced adoption social worker. The aim of this post is to improve children's timeliness by working closely with children's social workers to



identify early linking or matching. The Matching Co-ordinator attends the majority of initial legal planning meetings where there is a proposed plan for permanence and to consider viability for an early permanence placement. The Matching Co-ordinator contributes to the tracking of all children's journey where the plan is likely to be adoption.

All children who are placed for adoption will have their plan agreed by the Agency Decision Maker (ADM). Once the ADM has made the decision that a child should be placed for adoption, the child is allocated an Adoption Social Worker. This worker is either from the Family Finding Team or the Adoption Assessment Team. The role of the Adoption Social Worker is to ensure that a placement is identified in a timely manner and that children are appropriately prepared for placement and transitions.

A weekly Adoption Tracking Meeting is held which enables which enables the service to consider best options available for securing adoptive families in a timely manner.

In reaching a decision about adoption, Adopt East Hertfordshire will consider the views and wishes of the child, his or her family and current carers in conjunction with assessments completed of birth family or potential connected-person carers.

When considering a particular adoptive placement for a child, Adopt East Hertfordshire will look carefully at the assessed needs of that child and the parenting capacity of the adoptive family to ensure that it is the best available match and that it will meet the assessed needs of the child. Arrangements for transitioning children to adoptive carers will be undertaken through a planned process that takes account of the individual circumstances and needs of the child and adopters.

## **10. Preparation of Children for Adoption**

The child's social worker, family finding social worker and foster carer will work together to prepare children in an age appropriate manner and may include use of the Adopt East Children's Guide to Adoption, story books about adoption, direct work activities to ascertain the child's wishes and feelings.

Once a match has been identified, presented to the Adoption Panel for consideration and agreed by the ADM, a family book will be provided to the child to begin the introduction process. For very young children and babies, laminated pictures, toys and books with voice recordings of the adopters, and items of clothing or a soft toy

from the adopters' home are also introduced to the child as a means of promoting a sensory link for them.

In line with the age and understanding of individual children, visual calendars are prepared and provided to the child to support their understanding of the process and timeframes and what will be happening on each day.

Every child placed for adoption should have a Life Story Book and a Later Life Letter within ten days of an Adoption Celebration Hearing being granted in line with Hertfordshire County Council's policy and procedure and statutory guidance. These are provided by the child's social worker. Every effort is made to provide the child with the fullest possible family history in order to help the child make sense of their family heritage, including use of photographs and art work/drawings.

The Later Life Letter gives the child an explanation of why he/she was adopted and the reasons and actions that led up to this decision being made. This should include, wherever possible, the people involved in the decision making, and the facts at that time. The letter is in addition to the child's Life Story Book and not a substitute for the book.

## **11. Support to Placements**

All adopters have an allocated adoption social worker. Once a placement has been made, the child's social worker will also be involved in supervising and supporting the child in placement.

Children placed for adoption by Adopt East Hertfordshire will be subject to statutory reviews in accordance with the Adoption & Children Act 2002. This will involve an Independent Reviewing Officer from the Local Authority who will ensure that all aspects of the child's welfare and plans for his/her future are progressing satisfactorily.

Based on assessments carried out under the Adoption Support Regulations, there may be a need to provide financial support to some adoptive families, subject to certain conditions. To fulfil this, the Local Authority has a means tested scheme for the payment of financial support in specified circumstances. Any payments agreed are subject to annual review.

Where a placement for adoption ends in an unplanned way, the Adoption Agency will convene a disruption meeting to consider what has happened and to help with planning for the future. Reports of placements that end in this way and the outcome of subsequent meetings will be shared with the Adoption Panel in order to support learning and practice development.

## 12. Adoption Support – Birth Parents

It is acknowledged that most birth parents will find it difficult to accept that they can no longer parent their children and that an adoption placement represents the best outcome for the child. Adopt East Hertfordshire fully supports the principle that birth parents and birth families are entitled to services which recognises the lifelong implication of adoption.

The child's social worker and adoption social worker have a key role in supporting birth families. Birth parents are offered counselling and support, where the purpose of the support is to ensure that the alternatives to adoption have been explored and the implications of adoption are fully discussed. It also offers birth parents the opportunity to express their views in relation to the plans for the child, and to be involved in planning for the child's future wherever possible. Where the offer of support is accepted, the social worker makes the necessary arrangements for a referral for independent support to be made.

Counselling and support to birth parents includes the following areas:

- Explaining the key stages of the adoption process and likely timescales
- Explaining the role of the Adoption Panel/Agency Decision Maker
- Explaining the role of CAFCASS in witnessing consent or acting as the Children's Guardian
- Explaining how the Adoption Contact Register works and how an adopted adult may seek information about the birth family in the future or register a wish not to be contacted
- Explaining how prospective adoptive parents are assessed
- Ascertaining the parent/s' views on the adoption plan, including the selection of the adoptive family, any specific ethnic, cultural or religious needs of the child, and any plan to separate a sibling group. Their views on these issues should be recorded.
- Where there is parental consent for the adoption, explaining the process for giving their written consent to an adoptive placement or advance consent to the adoption (including the role of CAFCASS), their right to state that they do not wish to be informed of an adoption application, and that they have the right to withdraw their

consent to an adoptive placement at any time up to the making of an adoption application, but the restriction of their rights to do so after an adoption application has been made

- Ascertaining the parent/s' views on post-placement and post-adoption contact including whether they would wish to meet the adoptive family and, if so, how they might prepare for this
- Where birth parents refuse or decline to accept counselling and/or support, the child's social worker records the attempts made to persuade the parents and the reasons for their refusal in the child's file and Adoption Case Record

### **13. Adoption Support – Adopters and Adopted Children**

Adoption support is defined as including:

- Assessment of adoption support needs
- Financial support to adopters, following an assessment of need
- Priority access to social housing, and access to additional support to cover a spare room whilst adopters wait for their child to arrive in their new home
- Priority admission for school places, including academies and free schools
- Services to enable groups of adoptive children and adoptive parents to discuss matters relating to adoption
- Assistance, including mediation, with contact agreements between adopted children and their birth parents or others with whom they share a significant relationship
- Therapeutic services for adopted children
- Assistance to adoptive parents and children to support the adoptive placement and enable it to continue
- Assistance to adoptive parents and children where a placement disrupts or is at risk of disruption
- A range of support services, including access to counselling, information and advice for both adoptive parents and their children, who may have complex needs
- Applications to the Adoption Support Fund as appropriate following an assessment of their adoption support needs

Adopt East Hertfordshire recognises the importance of supporting adopters and their families to access a wide range of support provision, to ensure placement stability, and to help secure positive lifelong outcomes for the child.

At the point of matching, all children must have an adoption support plan which sets out both the prospective adopters and child support needs including one-off expenses or ongoing financial support. Where on-going financial support is provided, the adopters will undergo a financial assessment and annual review once finance is agreed.

Following the granting of an Adoption Order, the adoptive family can approach the Local Authority for an assessment of their adoption support needs until their children are aged 18 or 25 years if they have a statement of educational need (EHCP).

## 14. Adoption Support Fund

On the 1<sup>st</sup> May 2015, the government launched the Adoption Support Fund (ASF). The fund has been established to help to pay for therapeutic services for children up to and including the age of 21 years (or 25 with an EHCP) who have been adopted from Local Authority Care in England or adopted from Wales but living in England.

On 14<sup>th</sup> January 2016, the government announced that the fund could also be applied for to provide therapeutic support to children from the point at which they are placed with their adoptive families. It is important to note that the fund is not a right for all adopted children but is based upon assessed need.

In order to access the fund, families will need to have an assessment of their adoption support needs completed by the Local Authority. If the social worker undertaking the assessment identifies that therapeutic services would be beneficial, they can then make an application to the fund on behalf of the family and, if successful, the fund will release the money to the Local Authority subject to monthly invoicing. From 1<sup>st</sup> April 2016, the fund was also made available to families who have adopted children from outside England from other UK countries and via inter-country adoption arrangements.

Adopt East Hertfordshire are responsible for undertaking assessments of adoption support needs pre and post order, and families and other professionals are able to refer to the service to request such an assessment by contacting the Adoption Support Helpdesk on 01438 844488 or [adoptionssupport@hertfordshire.gov.uk](mailto:adoptionssupport@hertfordshire.gov.uk). Pre-Adoption Order families can discuss their request with their adoption social worker.

## 15. Intercountry Adoption

Adopt East Hertfordshire will refer applicants for intercountry adoption to a commissioned provider (The IAC) who will assess and liaise with the Department for Education when required.

Applicants wishing to adopt a child from another country will be provided with information about the IAC service and adopting domestically. Applicants must satisfy the requirements and procedures of their country of choice.

All local authorities are now required to provide a comprehensive adoption support service. Intercountry adopters and intercountry adoptive children are entitled to an assessment of their needs for adoption support. Services which may be provided include counselling, advice, information, therapeutic services, services to ensure the continuation of a relationship, and services to assist in case of disruption of adoption placements.

## **16. Non-Agency and Step Parent Adoption**

These are adoptions which have not been arranged by an adoption agency and include step-children, adoption by other relatives/significant others and children conceived with the involvement of a donor or surrogate.

Adopt East Hertfordshire will give advice and guidance to those wishing to adopt a step-child or another relative/significant other and will explore with enquirers whether or not adoption is the most appropriate legal order for the child.

Checks and references will be undertaken prior to an application to the Court. An allocated worker will be assigned to undertake the assessment and complete the Annex A report for court.

## **17. Complaints & compliments**

Compliments and complaints are received in the spirit of open communication. Information regarding this is provided to enquirers at the initial information meeting. We aim to resolve complaints quickly and informally at a local level wherever possible and actively use them to learn and improve our services.

Formal Complaints are dealt with in accordance with Children Services' Complaints Procedure. The complaints procedure has three stages and complainants are advised at each stage of their right to request that their complaint be referred to the next stage if they are not satisfied that it has been resolved. An information leaflet, 'Open to Complaint' is available on request.

The Independent Review Mechanism is available for adopters in circumstances where the Adoption Panel and Agency Decision Maker for the agency (ADM) does not support their approval and for qualifying determinations in relation to post commencement adoptions.

The Children's Services procedures can be accessed via Hertfordshire County Council's website at <https://www.hertfordshire.gov.uk/about-the-council/complain-or-comment/make-a-complaint.aspx>

## **18. Allegations in Respect of Children Placed for Adoption**

Allegations in respect of children placed for adoption are dealt with in accordance with LSCB procedures and Adopt East Hertfordshire's procedures for managing allegations regarding such children.

## **19. Reviewing the Statement of Purpose.**

This Statement of Purpose will be reviewed annually, but may be amended at any time, in the light of major legislative or policy changes. This review will be carried out by the Adoption Service Manager. This Statement of Purpose will next be reviewed in April 2023.

## **20. The Registration Authority**

The Registrations Authority is:

Ofsted Royal Exchange Buildings

St Ann's Square

Manchester

M2 7LA

Tel: 08456 404045

Email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

## **21. Contacts**

For more information about Adopt East – Hertfordshire’s Adoption Service please contact:

### **Fostering & Adoption Recruitment Team**

Hertfordshire County Council  
Fostering & Adoption Recruitment Team  
Farnham House SFAR 131  
Six Hills Way  
Stevenage  
Hertfordshire  
SG1 2FQ  
Tel: 01438 843281

### **West Adoption Assessment Team**

Hertfordshire County Council  
Rainbow House  
228A Hatfield Road  
St. Albans  
Hertfordshire  
SG1 2FQ  
Tel: 01438 844514

### **East Adoption Assessment Team**

Hertfordshire County Council  
Adoption Team East  
Farnham House SFAR 125  
Stevenage  
Hertfordshire  
SG1 2FQ  
Tel: 01438 844388

### **Family Finding Team**

Hertfordshire County Council  
Farnham House SFAR 130  
Six Hills Way  
Stevenage  
Hertfordshire  
SG1 2FQ  
Tel: 01438 844514



### **Adoption Support Team**

Hertfordshire County Council  
Rainbow House  
228A Hatfield Road  
St. Albans  
Hertfordshire  
SG1 2FQ  
Tel: 01438 844514  
Email: [adoptionssupport@hertfordshire.gov.uk](mailto:adoptionssupport@hertfordshire.gov.uk)

### **Adoption & Fostering Panel Service**

Hertfordshire County Council  
County Hall  
Pegs Lane  
Hertford  
Hertfordshire  
SG13 9DF  
Tel: 01992 556904


**This Statement of Purpose has been updated by:**

Signed: 

**Claire Frampton, Adoption Service Manager**

**Date: 29.11.2022**

**This Statement of Purpose has been approved by:**

Signed: 

**Lynn Knowles, Head of Adoption & Fostering**

**Date: 29.11.2022**