

**Information for children's social workers
regarding a match with Out of County adopters
with Derbyshire children**

Matching Process- similar to in house process other than

- Adopter's details and PAR to be uploaded on Frameworki- to be completed by District business services following agreement to proceed with match after matching meeting
- Any future contact should be noted on their record on Frameworki by the child's social worker.

Matching panel

- The information provided to Matching Panel is uploaded to the adopters' file following ratification of the match, by the District Business Services
- Child's social worker to ensure that the adopters' BAAF form PAR, panel minutes from their approval and any other information is available to the panel clerks, ideally through Frameworki
- Child's social worker to ensure that the adopters' social worker provides BAAF form AH and medical advisor's comments for approval are given to the Panel Clerk prior to Matching panel and uploaded
- Child's social worker to ensure that the prospective adopters complete the Form 'Adopter's Views on Proposed Adoptive Placement', that this is uploaded onto Frameworki and that it is given to the panel clerk to be available to the Panel.

Sharing information

- The adopter's social worker is able to view the child's electronic file and share any additional relevant information with the prospective adopters after a matching meeting has taken place.
- A life appreciation day should be held involving all those who have had dealings with the child(ren) since they came into care. It is also appropriate to involve workers who worked with the child(ren) and their birth family prior to them coming into care. The meeting should be minuted. It is suggested that participants bring details of their involvement with the child(ren) in order that these can be included in their life story book
- The child's life story book should be ready at the time of placement and accompany them to their new family

Finance

- Child's social worker to provide adoptive parents' social worker or adoptive parents with introductions expenses form- see attached. The child's social worker should see these before passing them on to Fostering Finance to ensure that the claims are for the introductions that have taken place
- Child's social worker to provide adoptive parents' social worker or adoptive parents with equipment form- see attached. The child's social worker should ensure that equipment claimed for has been purchased
- Send claim forms and receipts and bank account number and sort code to Janet Leedham, Finance Section, CAYA, County Hall for processing
- Payments are made directly into the adoptive parents' account, usually within 4 weeks.
- If child/ren are eligible for an adoption allowance this is means tested. The agency decision maker makes the final decision about payment (or not) of an adoption allowance. Child's social worker to arrange for a financial assessment form to be sent to adoptive parents and encourage them to complete this and return as quickly as possible to Janet Leedham, Finance section, CAYA, County Hall, Matlock, Derbyshire, DE4 3AG
- Settling in grant is only available to those who are entitled to an adoption allowance or where they would be eligible for an adoption allowance if the child met the criteria. More details of the scheme are available in the Financial Guidance available through the adoption and fostering Finance Section.
- The adoption order application will be paid for by Derbyshire County Council. The adoptive parents can pay for this and then be reimbursed or the child/ren's social worker can arrange for a cheque to be issued.

Placement

- Child/ren's social worker or fostering support worker will be present on the day of placement
- Adoptive parents will have received 2 copies of birth certificate, copy of Placement Order and medical consent letter prior to the actual placement.
- At time of placement adoptive parents will receive child/ren's medical card and amended red book (child health record)

Post-placement- similar process to in-house match

- It is anticipated that the child's social worker and the adopter's social worker will alternate visits weekly for the first month prior to the first childcare review. Visits will gradually reduce as the adoptive parents become more confident and this should be discussed between the social workers for the child and the adopters
- The support plan should be reviewed at each childcare review prior to the adoption application.