

S U F F O L K A D O P T I O N A G E N C Y

Procedure for requesting an adoption referral meeting

This procedure sets out how children's social workers can refer a child to the adoption agency where adoption may be the plan for the child

- Please complete the request form and email to Liz Pardey (Elizabeth), cc: Nicola Devonport who are based at Thorndon.
- It is helpful to suggest possible dates for the meeting.
- Your request will be forwarded to the Adoption Social Worker/s who liaise with your team, who will contact you direct to agree/arrange a date.
- The Adoption Social Worker will advise Adoption Admin of the agreed date.
- Adoption Admin (Thorndon) will then put the child's name on CHARMS (our adoption IT system) and then inform the panel co-ordinator of the date of the meeting.
- A panel date will not be arranged unless this meeting has been arranged.
- This meeting replaces the Permanence Planning Meeting where adoption is the plan, but wherever possible it is still good practice to involve Foster carers, Fostering support worker and other professionals involved with the child, particularly when the child's needs are complex, or when the Social Worker has not had the opportunity to get to know the child (when recently referred from Immediate Need). This meeting may take up to 1½ - 2 hrs.
- The minutes of this meeting should be emailed to -
Permanence panel administrator
Adoption Team social care manager
Nicola Devonport