

# Haringey Adoption Service Plan. UPDATED September 2012

Objectives	Tasks	UPDATE September 2012	lead officer
<p>1. To increase the number of adopters recruited in the year.</p> <p>To increase the diversity of pool of adopters</p> <p>Target of 30 new adopters recruited in the year.</p>	<ul style="list-style-type: none"> <li>• Develop, deploy and monitor the recruitment strategy.</li>   <li>• Introduce monthly monitoring meetings with Marketing and Recruitment Officer.</li> <li>• Improve initial screening process.</li>   <li>• Alternate information meetings between Wednesday evening and Saturday morning.</li> <li>• Offer 4 preparation groups a year to prevent applicants from experiencing delay in commencing the adoption assessment..</li> <li>• Facilitate applicant's attendance at Consortium partners' preparation groups to prevent delay.</li> <li>• Manage the assessment process to ensure completion within 8 months of receipt of application.</li> </ul>	<ul style="list-style-type: none"> <li>• The recruitment strategy is in place.</li>   <li>• In place improved initial screening format has been introduced.</li> <li>• Improve initial visit format. The new format has been introduced and is being used.</li> <li>• In place <ul style="list-style-type: none"> <li>▪ In place</li>   <li>▪ In place.</li>   <li>▪ In place with system to monitor compliance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Lesley Kettles</li> </ul>
<p>2. To increase the number and range of children placed for adoption.</p> <p>Target of 30 children to be</p>	<ul style="list-style-type: none"> <li>• Increase pool of in house adopters as identified above. This is ongoing throughout the financial year.</li> <li>• Implement fortnightly linking meetings to facilitate potential matches prior to placement order and to effect placements as soon as placement order is</li> </ul>	<ul style="list-style-type: none"> <li>▪ This process has commenced.</li> </ul>	<ul style="list-style-type: none"> <li>* Management Team</li> <li>* Management Team</li> </ul>

<p>placed for adoption.</p> <p>Target of 15 adoption orders 2012 - 2013</p> <p>Target of 3 months from placement order to match.</p>	<p>achieved.</p> <p>New Fortnightly permanency tracking meetings to report on and monitor performance in placing children.</p> <ul style="list-style-type: none"> <li>• Introduce reviews chaired by IRO where placement has not been achieved 3 months post placement order.</li> <li>• Introduce procedures to support the family finding process with timescales for completion of tasks.</li> <li>• Implement distribution of Children's Profiles Book to every adoption agency in the country on a monthly basis.</li> <li>• Agree support package for prospective adopters to be included in publicity for individual children to widen the pool of interest.</li> <li>• Employ specialist family finding social worker to move a volume of 15 groups of children into adoption placements. Worker to be recruited for a six month period from 1<sup>st</sup> July.</li> </ul>	<p>Terms of Reference drafted for End September 2012. Minutes to go to SLT for challenge/ oversight.</p> <p>By end October 2012</p> <p>By end October 2012</p> <p>This has already commenced</p> <p>This is ongoing and has commenced.</p> <p>This action is completed. Report on outcomes by End September 2012 to SLT</p>	<p>* Lesley Kettles AND Head of Children in Care Care Chalmers.</p> <p>* Head of QA * Management ( Rachel Oakley) Lesley Kettles</p> <p>* Lesley Kettles</p> <p>* Lesley Kettles</p> <p>* Lesley Kettles</p> <ul style="list-style-type: none"> <li>• Lesley Kettles</li> </ul>
<p>3. Implementation of service and employee performance management systems.</p>	<ul style="list-style-type: none"> <li>• Service Plan disseminated to all staff and team day arranged to achieve ownership.</li> <li>• Individual staff member performance plans with targets to be introduced and to cascade from the service plan.</li> <li>• Work flow processes and management information systems to be developed and implemented.</li> <li>• Twice yearly formal performance reviews to be implemented.</li> </ul>	<p>Completed</p> <p>The timescale for this is end September 2012</p> <p>These will take place in October and June of each</p>	<p>* Lesley Kettles</p> <p>* Management Team.</p> <p>* Management Team</p>

	<ul style="list-style-type: none"> <li>• Undertake twice yearly formal file audits. June and January of each year.</li> <li>• Implement file audits as part of the supervision process.</li> </ul>	<p>financial year. Head of QA and Head of Service to agree format proposal by October 2012</p> <p>In Place – first report of findings to DMG by November 2012</p>	<p>* Lesley Kettles and Rachel Oakley</p> <p>Head of Service Wendy Tomlinson Team managers.</p>
<p>4. Increase volume of children subject to special guardianship. Target of 20 special guardianship orders 2012 - 2013</p> <p>5. Increase possibility of older children achieving permanency through long term fostering placements.</p>	<ul style="list-style-type: none"> <li>• Enhance review of children where SG might be possible through the Permanency Tracking meeting which takes place fortnightly.</li> <li>• Ongoing liaison with the Fostering Team Service managers to obtain information on children to be referred and those likely to be referred thus minimising any delays in execution of plans.</li> <li>• Special Guardianship Policy implementation.</li> <li>• Support and training of special guardians packages to be implemented.</li> </ul> <ul style="list-style-type: none"> <li>• Enhanced review of children through the Permanency Tracking Meetings.</li> <li>• Monthly meetings with Fostering Management Team.</li> <li>• Liaison with Placements Team.</li> </ul>	<p>Policy in place Special guardians to have access to foster carers training programme from July.</p>	<p>* Members of Permanency Tracking Meeting. * Shirley Campbell-Williams and Fostering Service * Lesley Kettles</p> <ul style="list-style-type: none"> <li>• Shirley Campbell-Williams and Fostering Managers.</li> <li>• Members of the permanency Tracking Meeting.</li> <li>• All staff in</li> </ul>

			Adoption Service. <ul style="list-style-type: none"> <li>• Lesley kettles</li> <li>• Lesley Kettles</li> </ul>
6. Promote placement stability by supporting and training adopters, special guardians long term foster carers and staff.	<ul style="list-style-type: none"> <li>• Improve quality of prospective adopter training programme.</li> <li>• Ensure all approved adopters have access to North London Consortium Training Courses and modules, appropriate to their stage in the process.</li> <li>• Implement newsletter for all adopters to keep them abreast of menu of Consortium training modules and support services.</li> <li>• Improve quality of information on children's developmental needs for adopters.</li> <li>• Increase volume of adopters who access training and support.</li> <li>• Improve quality of adoption support plans Through seeking and analysing feedback</li> <li>• Develop children's services staff practice workshop programme for the year and ensure implementation.</li> </ul>	In place. Develop feedback mechanism and reporting arrangements  The target date for this is end September.2012	* Claire Moatti Lesley Kettles  * Post Adoption Service  * Deputy heads of Service Children in Care and Adoption and Permanency. * As above.  Lesley Kettles and Annie Walker
7. To focus on improving standards across the service by implementing legislation, regulations and quality standards.	<ul style="list-style-type: none"> <li>• Develop and implement Service Improvement Programme for Adoption and Permanency.</li> <li>• Identify Service Improvement Partner.</li> <li>• Implement legislative and regulatory changes in the Adoption Service.</li> </ul>	This has commenced and the timescale for completion is March, 2013. This has commenced and timescale for completion is October 2012.	* Lesley Kettles  * Lesley Kettles  * Management Team
8. To ensure practice in relation to safeguarding of	<ul style="list-style-type: none"> <li>• Undertake statutory checks and references, including enhanced CRB, personal references (inc reference</li> </ul>	Head of Service to develop	Head of Service and Management

<p>children in adoption placements is robust.</p>	<p>from former partner where there were children), employer's reference.</p> <ul style="list-style-type: none"> <li>• Undertake household health and safety checks.</li> <li>• Ensure safeguarding constitutes a component of the adopter preparation and assessment process.</li> <li>• Ensure all adopters receive written information on child protection and safe caring.</li> <li>• Ensure compliance with child protection procedures and processes where allegations against adopters are made.</li> <li>• Ensure complaints are investigated in timescales</li> <li>• Review the complaints book on a quarterly basis.</li> </ul> <p>- to follow through work (in depth) where an allegation or complaint has been made about carers</p> <p>- to review allegation and complaints quarterly to identify learning and service development</p>	<p>clear processes and time targets to report on whether these standards are being met on a 2 – monthly basis – from November 2012</p>	<p>Team.</p>
<p>9. To increase user participation and involvement in service development.</p>	<ul style="list-style-type: none"> <li>• Increase the range of user feedback forms for prospective adopters..</li> <li>• Adopter representation on Service Improvement Programme working party.</li> <li>• Implement twice yearly focus groups with adopters</li> <li>• Twice yearly reviews of user feedback as part of Service Plan reviews. This will commence in October.</li> </ul>	<p>Timescale for this is end October 2012. Report to go to DMG.</p> <p>This will commence in October.</p>	<p>Head of Service Management Team.</p>
<p>10. To develop and improve partnership working internally and externally.</p>	<ul style="list-style-type: none"> <li>• Develop proposal for Strategic Improvement working party which is multi agency and including Peer challenge element.</li> <li>• Permanency Tracking Meeting - Refresh</li> <li>• Fortnightly meetings with Deputy Heads of Service – CiC and Adoption and Permanency.</li> <li>• Joint practice workshops.</li> </ul>	<p>Proposals to be developed and back to DMG by end October 2012</p>	<p>Lesley Kettles</p> <p>Joint Management Teams As stated</p> <p>All staff.</p>

<p>11. <u>Appraisal focus</u></p> <ul style="list-style-type: none"> <li>• Induction Programme.</li> <li>• Staff Performance Management</li> <li>• Appraisal System</li> <li>• Training and Development Programme.</li> </ul>	<p>Induction Programme implemented. As referred to in Section 3 above.</p> <p>.</p> <p>Training Programme and staff Training and Development Plans.</p> <p>Programme of bi-monthly practice workshops for children's services staff..</p>	<p>Twice yearly March and October</p> <p>2 have taken place this year.</p>	<p>Management Team.</p>
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Lesley Kettles