



## **Adoption East Midlands Statement of Purpose 2019-2020**

## **Our Aims and Objectives**

### **Adoption East Midlands promises to:**

- Offer a comprehensive range of adoption services to children and adults in the East Midlands whose lives have been affected by adoption.
- Deliver services within a timescale that meets the needs of the service users and meets the National Standards for adoption.
- Ensure service users are fully involved and consulted on service delivery and service development.
- Treat all service users with respect and without prejudice or discrimination.
- Maintain confidentiality and security of adoption records.

### **In addition we are committed to:**

- Providing adoptive families for children looked after by Nottinghamshire, Nottingham City, Derbyshire and Derby City where the agency has agreed this is in their best interests.
- Recruiting and supporting sufficient adoptive parents from diverse backgrounds who can offer a stable and permanent home for children.
- Providing effective and efficient Adoption Panels which are appropriately constituted.
- Ensuring all staff are appropriately recruited, supervised and trained to fulfil their agency functions.
- Referring children and families to the National Adoption Register where we are not able to make placements within our own resources.
- Ensuring the best possible match for each child based on individual needs.
- Exploring the potential for post adoption contact with the birth family and making decisions according to the child's best interests.

- Working in partnership with other agencies to achieve a positive transition for children to their adoptive family.

### **Named Manager**

The responsible manager for the adoption service is Shelagh Mitchell Interim Head of Service (Adoption East Midlands) who is based at Trent Bridge House, West Bridgford, Nottingham.

### **Relevant qualifications and experience of head of service.**

- Shelagh Mitchell is a qualified and registered Social worker, with over 30 years' experience, in local authority and private sector childcare provision.
- Since 2011, Shelagh has worked in the adoption service in Nottinghamshire, and leads Adoption East Midlands on behalf of the Nottinghamshire as the host authority.

Qualifications are as follows:

- BA(hons) Applied Social Studies, 1987,
- CQSW 1987
- Management level 5, 2010

### **Organisation and structure of the Adoption Service:**

Shelagh Mitchell is based at Trent Bridge House, Fox Road West Bridgford, Nottinghamshire. Adoption East Midlands is constituted as follows.

### **Post Order Support**

**The post order support teams are responsible for:**

- Assessing the support needs of all eligible parties to adoption.
- Providing adoption support service advice to agencies
- Maintaining archive records and managing access to these records.
- Providing and or commissioning services to adopted children and adoptive families including support packages, phone helplines, support/training groups and workshops
- Managing contact after the Adoption Order has been made including the letterbox scheme which is a confidential postal arrangement between adoptive parents and members of the birth family.

**Email:** To be confirmed

**Telephone:** To be confirmed

## **Adoption Panel**

**The adoption panel team is responsible for:**

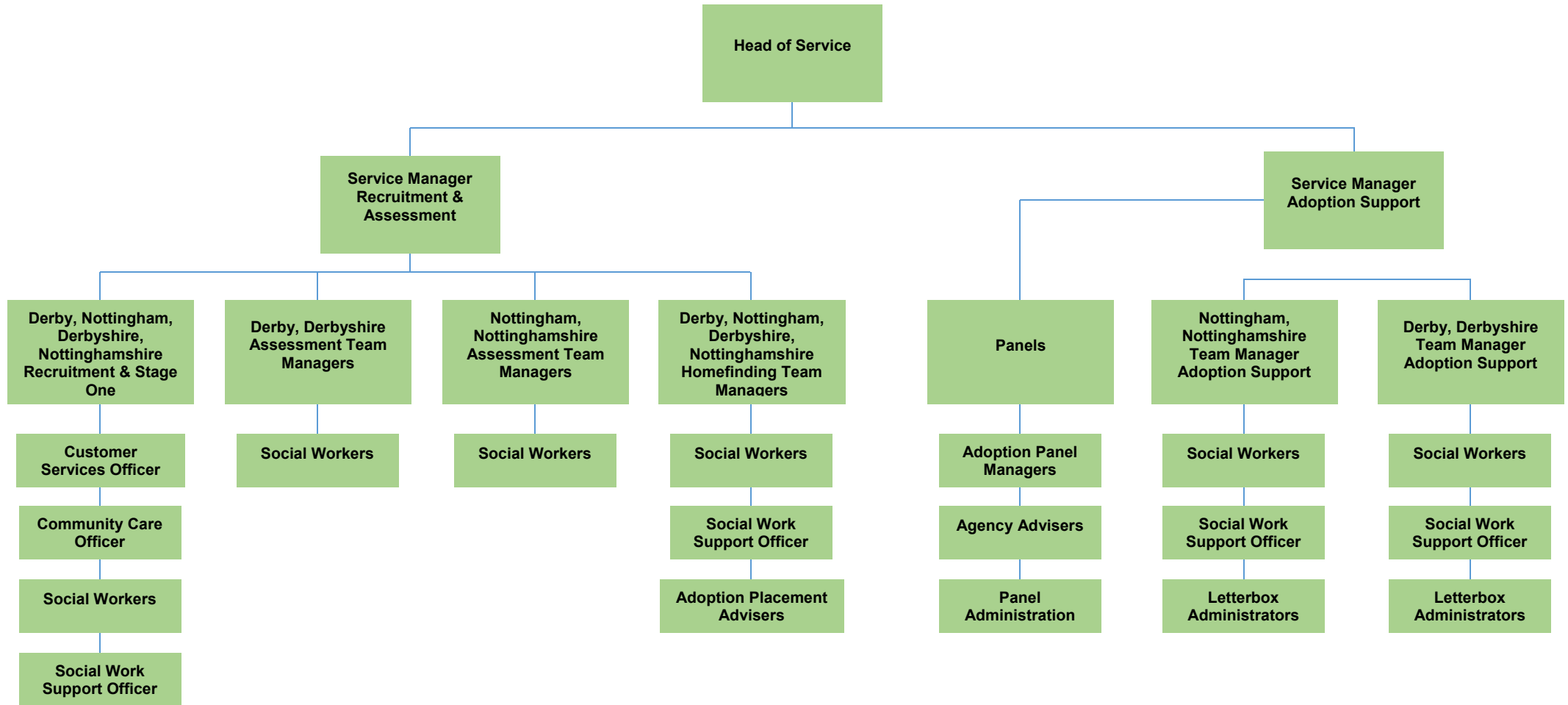
- Organisation and administration of adoption panels and agency decisions.
- Recruiting, supporting and training panel members.
- Providing professional advice to the panel chairperson
- Providing professional advice to the agency decision maker.
- Developing policies and procedures in relation to adoption.
- Producing statistical information about adoption activity across Adoption East Midlands

## **Recruitment, Assessment and Home Finding Teams.**

**The Recruitment, Assessment and Home Finding Teams are responsible for:**

- Recruiting, preparing and assessing prospective adoptive parents in line with national regulations and standards.
- Identifying appropriate adoptive parents for children in need of an adoptive family.
- Receiving enquiries which result from children being featured in specialist publications.
- Maintaining a high public profile by effective use of the recruitment and publicity strategy.
- Ensuring all prospective adoptive parents are considered regardless of marital status, racial origin, religious persuasion, health, disability or sexual orientation. The primary consideration will be the family's potential to parent a child by adoption.

## Adoption East Midlands Structure Chart



Business Support Officer will be managing Business Support across all offices and all teams.

**The above structure is further supported by a team of business support staff.**

**All social workers are suitably qualified and experienced and registered with the HCPC. We have staff trained in Therapeutic life story work Dyadic Development Practice and therapy**

**8. Procedures for the recruitment, preparation, assessment, approval and support of prospective adopters**

**a) Recruitment**

Adoption East Midlands has a Recruitment Strategy which is regularly reviewed and updated every twelve months.

Adoption East Midlands closely works with corporate comms to publicise the need for adoptive parents and design recruitment campaigns, liaising with local media.

Adoption East Midlands has a dedicated Freephone number for recruitment purposes, in addition to receiving enquiries via the Adoption East Midlands website. All enquirers have the opportunity to discuss their interest in adoption with a social worker

Enquirers who indicate a wish to proceed to register an interest will be visited where possible within 5 working days. A decision on accepting the registration of interest will be taken within 5 working days.

**b) Preparation**

Applicants are required to attend Preparation Groups which are run regularly. Whilst the primary aims are to educate and inform, those who attend are made aware that this is part of the assessment process of stage 1 and that any issues or concerns will be discussed with them.

Preparation Groups consist of several sessions run over 1 full day and two evenings, and are based on a model developed by Coram/BAAF. Our aim is for all applicants to complete stage one within 8 weeks.

### **c) Assessment**

Once it is agreed to proceed with an application into stage 2 a social worker will be allocated as soon as possible. Assessments may be prioritised according to the resource that the prospective adopters are offering.

The home study is undertaken in compliance with the Adoption Agencies Regulations and we aim to complete within 16 weeks.

### **d) Approval**

Applicants are encouraged to attend the Adoption Panel. They are provided with a leaflet in advance explaining the panel process and are able to read “pen pictures” of Panel Members before they attend. After the meeting, they are asked to complete a simple evaluation form about their experience.

### **e) Support:**

In addition to the various forms of support outlined so far, support events, social events and opportunities for further training are provided for prospective adopters and their networks once approved and into placement.

### **Quality of service:**

Adoption East Midlands is continually monitored and evaluated to ensure the quality and effectiveness of services. The User Involvement Strategy says that users will be consulted and involved in ensuring the quality of service delivery and in service developments. This is because feedback from service users is central to the quality and effectiveness of services. We regularly request feedback at trigger points in the process- for example after attendance at panel, after completion of stage one and stage two and following completion of training modules or specific work.

### **Other ways we evaluate quality and effectiveness are:**

- Adoption panel comments on the quality of reports presented to them.
- Regular supervision of all staff which highlights potential areas for development.

- Monitoring of issues raised within the complaints' process
- Learning from the conclusions of disruption meetings about what could have been done differently or better
- Routine quality audits.

### **Complaints:**

Nottinghamshire host Adoption East Midlands. Nottinghamshire County Council's Families and Cultural Services Complaints, Representations and Investigations Procedure is followed. Information on this procedure is available from:

CFCS Complaints, Representations & Investigations Services  
 Nottinghamshire County Council  
 County Hall  
 West Bridgford  
 Nottingham  
 NG2 7QP

Telephone: **0300 500 80 80**

E-mail: **Complaints@nottsccl.gov.uk**

### **Contact details for Ofsted**

**Derby City, Derbyshire, Nottingham City and Nottinghamshire subject to inspection by Ofsted whose contact details are as follows:**

Ofsted  
 Royal Exchange Buildings  
 St Ann's Square  
 Manchester M2 7LA

**Tel:** 08456 404045

**Website:** [www.ofsted.org.uk](http://www.ofsted.org.uk)

### **Reviewing the Statement of Purpose:**

The Statement of Purpose will be reviewed annually by the Adoption Management Team, and be formally adopted by the Adoption East Midlands Project Governance Board.