

Appendix Two - Governance/Management/Service Planning



Kinship Carers Liverpool - Proposed Priority Actions – Joint Working with LCC Children’s Services – March 2018

	Action	Aim	Development Activity to March 2018	Key Issues
1	Data Profiling of all types of kinship families – roll out of kinship care question (as per Early Help Hubs) to all other LCC Children’s Services pro formas – inc Single Assessment Form	<ul style="list-style-type: none"> To identify all kinship families (all legal orders & private arrangements) Through this data collection/collation – identify and recognise the needs of kin children To ensure sustainable placements 	<ul style="list-style-type: none"> Early 2018 - Joint working with Early Help Service and Huw Whittington – ICT Systems Lead via James Fry Agreed action points with Huw re data sharing/ protocols identified 	Current gaps and very hidden population within the city – urgent need to improve data capture and share widely
2	Review of Friends & Family Care Policy (June 2017 version):	<ul style="list-style-type: none"> Acknowledge and recognise the value and contribution of kin carers Provide clear, accessible guidance for all stakeholders re LCC info and support for existing and prospective kinship carers Ensure collaboration and consultation with key stakeholders in city re revised policy and ensure include agreed working protocols with these service providers 	<ul style="list-style-type: none"> Update policy not on LCC site – flagged to LCC staff National review of all LA policies been undertaken by Family Rights Group Kinship Carers Liverpool want to work with the LA on this review to ensure integration of good practice and clarity re signposting and procedures e.g. good practice guidance around including Kinship Viability Assessment Good Practice 	Need to clarify and correct Aug 2017 version to include accessible and relevant procedure/information for existing and prospective carers and stakeholders NB – reviewed August 2017 but not on LCC website
3	Provision of Information leaflets about what carers can expect from LCC Children’s Services when social worker involvement	<ul style="list-style-type: none"> Ensure service users are provided with information about intervention/ support service provided by LCC social/family support worker 	<ul style="list-style-type: none"> Throughout the workshops we have been asking LCC officers to provide an overview of their service/intervention to inform development of copy for our website – mixed response to date 	We have commissioned a new website and will be providing a range of our own leaflets about various kinship related orders and issues but we want families to be provided with info leaflets when social workers visit/assess and consult with prospective/

				exiting carers (as outlined in Ombudsman Kinship Report - Family Values Report – p.12)
4	Kinship Clinics in Early Help Hubs & Information	<ul style="list-style-type: none"> To provide opportunity to resolve problems being faced by existing kinship families who are currently ‘ping-pong-ing’ between social workers/ teams Info/guidance re front-door for all kinship families – Trish Berry has started flowchart for procedures 	<ul style="list-style-type: none"> Kinship Carers Liverpool have agreed format with Trish Berry re monthly clinics to be held in Hubs – piloting in North Hub from Spring 2018 Open to all kinship carers – regardless of legal order 	<ul style="list-style-type: none"> We have had development meeting with Trish Berry re procedures and she produced first stage flowchart for kinship families – on the basis that Early Help Hubs are the front door to assessment/support Ongoing email discussions with social workers with Trish cc’d re barriers/challenges to progressing
5	Workforce Development for: <ul style="list-style-type: none"> Social workers/LCC Legal Services Family Support Staff in Early Help Hubs Education: teacher and support staff (see below) 	<ul style="list-style-type: none"> Working assumption that LCC recognise, acknowledge and support the role kin care as placement option Raise awareness and recognition of kinship families and specific challenges & profile in Liverpool Raise awareness of support services available to them – ie through front door of Early Help Hubs & voluntary sector resources 	<ul style="list-style-type: none"> Discussed throughout Kinship Counts! workshops re best approaches – need to wait to do this after LCC procedures/info sorted, before going ahead with: <ul style="list-style-type: none"> Spotlight sessions/10 minute briefings Safeguarding Board CPD Wendy Moss – Workforce Development Lead – not approached 	<ul style="list-style-type: none"> Kinship Carers Liverpool – developing new website and resources to raise awareness of kinship in city and downloadable resources – to be completed by June 2018 and launched at June 15 Learning Event at KCL 8 minute video already available: Kinship Care Liverpool Video
6	Schools Improved responses to needs of kinship families	<ul style="list-style-type: none"> Raise teaching/support staff awareness of kinship care related issues (trauma/attachment) and options for support Data profiling of kinship arrangements Identify system/trigger for schools to access Pupil Premium Plus for SGO families 	<ul style="list-style-type: none"> Consulted with Colin Wayland – LCC Virtual Head – very supportive Looked at options for improved Data profiling and intel through school application/ registration process with him Option to lobby for inclusion of kinship status in Annual School Census 	<ul style="list-style-type: none"> Building on our long term contact with some schools - end of 2017 – approached all LAC leads in schools to request kinship numbers and to flag up PPP+ Invited Monksdown Primary, Norris Green to get involved with piloting of data collection and PPP+ claims Liverpool Promise contacted – Feb 18

Adopt Thames Valley - Statement of Purpose 2019-2020 (Extracts

ADOPTION AND SPECIAL GUARDIANSHIP SUPPORT	RAA	LA
Assessment for adoption or special guardianship support	✓	
Developing and delivering adoption and special guardianship support plans	✓	
Agree and administer financial support to adoptive families pre- and post- Adoption Order		✓
Adoption and special guardianship support delivery including: <ul style="list-style-type: none"> ▪ Support groups ▪ Social events ▪ Post adoption/special guardianship training ▪ Independent Birth Relative Support service ▪ Support with ongoing birth relative contact including letterbox ▪ Specialist Life Story Work practitioners ▪ Birth records counselling and services for adults affected by adoption 	✓	
Financial support to adopters and special guardians including adoption and special guardianship allowances		✓

SERVICE AREA	RESPONSIBILITIES OF THE LOCAL AUTHORITY	RESPONSIBILITIES OF THE REGIONAL ADOPTION AGENCY	NOTES
Adoption and Special Guardianship allowances	<p>The local authority will meet the costs of the introductions expenses for their own foster carers or IFA foster carers.</p> <p>Adoption and special guardianship allowance assessments are undertaken by the local authority prior to placement and where eligible.</p>	ATV will refund agreed expenses for prospective adopters during linking and introductions.	

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	<p>Adoption allowances are reviewed annually by the child's local authority.</p> <p>Special guardianship allowances are reviewed by the child's local authority and within the time period set at each review.</p> <p>Any discretionary settling in grants or exceptional allowances will be agreed by the local authority eg. vehicles for larger sibling groups.</p>		

PERMANENCE SUPPORT SERVICES

	RESPONSIBILITIES OF THE LOCAL AUTHORITY	RESPONSIBILITIES OF THE REGIONAL ADOPTION AGENCY	NOTES
Scrutiny of adoption support plans and special guardianship support plans	The local authority is responsible for developing adoption and special guardianship support plans and ensuring they are agreed by adopter/special guardians and that all parties have signed copies.	ATV is responsible for providing adoption support and special guardianship support services only where the support plan has been agreed by ATV. ATV will provide consultation services to the local authority in relation to adoption and special guardianship support plans.	ATV to provide a template support plan to Local Authorities of support which can be guaranteed but if other support is needed this will need prior discussion/agreement with ATV.
Providing information about adoption and special guardianship support	The local authority will share information about ATV to all adoptive and special guardianship families, pre- and post-order, who may require support now or in the future	ATV will provide information about adoption support and special guardianship support services for the local authority.	
Adoption and special guardianship support	The local authority will signpost all referrals for post-order support from adoptive and special guardianship families to ATV. The local authority will, in exceptional circumstances, consider funding requests for special guardianship and adoption support services which are not included in the ATV core offer.	ATV is responsible for assessing the support needs of those adoptive and special guardianship families, and relevant other parties, legally eligible for an assessment, and who request an assessment. ATV is responsible for providing or commissioning all adoption support and special guardianship support services.	A referral pathway to be agreed for referrals to ATV and for referrals to the local authority for requests for funding for additional services outside the ATV core offer.

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		<p>Where an assessment of support needs identifies the need for support services outside the ATV core offer (from education, health, other social care services from the local authority) ATV will refer to the relevant agency.</p> <p>ATV is responsible for providing adoption support and special guardianship support services only where the support plan has been agreed by ATV.</p> <p>ATV will facilitate the transfer of cases between ATV and other local authority outside ATV, to allow the responsible local authority to meet the support needs where a family wishes to access support.</p>	
<p>Adopted and special guardianship young adults</p>	<p>The local authority will assess adopted and special guardianship young adults over the age of 18 years for adult services where appropriate.</p> <p>The local authority will signpost all adopted and special guardianship young adults eligible for the Adoption Support Fund (ie. previously LAC), up to and including the age of 21 years or 25 years if they have an Education</p>	<p>ATV will refer adopted and special guardianship young adults over the age of 18 years to local authority adult services where appropriate.</p> <p>ATV will provide special guardianship and adoption support services to young people</p>	<p>ATV does not provide intermediary services except in exceptional cases where the additional funding involved is agreed by the responsible local authority.</p>

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	<p>Health and Care Plan (EHCP), to ATV for an assessment of needs.</p> <p>The local authority will signpost Adults Affected by Adoption to ATV for services or advice and signposting as appropriate.</p>	<p>and their families until the young person reaches 18 years.</p> <p>For young adults eligible for the Adoption Support Fund (ie. previously LAC), ATV will provide assessments of need and make applications to the Adoption Support Fund where appropriate until the young person reaches up to and including 21 years, or 25 years if they have an EHCP.</p> <p>ATV will provide Access to Adoption Records services to adopted young people and adults over the age of 18 years.</p>	
<p>Safeguarding referrals involving an adopted or special guardianship child</p>	<p>Where a safeguarding referral is made to the local authority involving an adopted or special guardianship child, the local authority is responsible for conducting any appropriate section 47 investigation and allocation of a social worker where thresholds are met. The local authority will also immediately notify ATV of the referral.</p> <p>Where there is an allocated social worker from ATV for a child who becomes subject to a strategy meeting, the local authority will invite ATV to contribute to the strategy meeting.</p> <p>Where a Section 47 investigation and Child and Family assessment is undertaken by the local authority in</p>	<p>Where a safeguarding concern is identified by ATV in the course of their work, and is assessed to reach safeguarding thresholds, a referral will be made to the appropriate local authority safeguarding team.</p> <p>Where there is an allocated ATV social worker for a child subject to a strategy meeting, ATV will contribute to the strategy meeting.</p>	

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	<p>relation to an adopted or special guardianship child, the local authority holds primary case responsibility and will work in partnership with ATV.</p> <p>Where a case proceeds to a Child Protection Plan, and where ATV's role has come to an end, the local authority can continue to access ATV for consultation in relation to adoption and special guardianship support when required.</p> <p>Where a case proceeds to a Child Protection Plan, and special guardianship or adoption support services from ATV continue, the local authority holds primary case responsibility and will work in partnership with ATV.</p>	<p>Where a Section 47 investigation and Child and Family assessment is undertaken by the local authority, ATV will have a secondary role specifically in relation to special guardianship support or adoption support needs and will work in partnership with the local authority.</p> <p>Where a case proceeds to a Child Protection Plan, and this becomes primary route for providing support to the family, ATV's role will come to an end unless there is specific ongoing support being provided through ATV in relation to special guardianship or adoption support needs. Where support services from ATV continue, this will be a secondary role specifically in relation to special guardianship support or adoption support needs, and ATV will work in partnership with the local authority.</p>	
<p>Post-order disruptions (safeguarding)</p>	<p>Where a safeguarding referral is made to the local authority in relation to a potential or actual disruption of an adoptive or special guardianship placement, the local authority is responsible for conducting the appropriate assessment or investigation and allocation of a social worker where safeguarding thresholds are met. The local authority will also immediately notify ATV of the referral.</p>	<p>Where an actual or potential disruption (safeguarding concern) is identified by ATV in the course of their work, a referral will be made to the appropriate local authority safeguarding team.</p> <p>Where a section 47 investigation and Child and Family assessment is undertaken, ATV will have a secondary role specifically in relation to special guardianship or adoption support</p>	<p>A protocol for permanence disruption will be agreed between ATV and local authority partners.</p>

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	<p>The local authority will hold case responsibility and will work in partnership with ATV.</p> <p>Where a case then proceeds to LAC, Child Protection (CP) or Children in Need (CIN), and ATV's role has come to an end, the local authority can continue to access ATV for consultation in relation to adoption and special guardianship support when required.</p> <p>The local authority will inform ATV of any disruptions involving an adopted or special guardianship child.</p> <p>The local authority will contribute relevant information and attend post-order adoption and special guardianship disruption meetings.</p> <p>The local authority will provide a chair for special guardianship and adoption disruption meetings who is independent of the services involved in the child and special guardians'/adopters' pre- and post-order assessment and support.</p>	<p>and will work in partnership with the local authority.</p> <p>Where a case proceeds to LAC (first review), CIN plan or a Child Protection Plan, and this becomes the primary route for providing support to the child and family, ATV's role will come to an end unless there is specific ongoing support being provided through ATV in relation to special guardianship or adoption support needs. Where support services from ATV continue, ATV will have a secondary role specifically in relation to special guardianship support or adoption support needs and will work in partnership with the local authority.</p> <p>ATV will provide consultation services to the local authority social workers in relation to adoption and special guardianship disruptions.</p> <p>ATV will gather information about disruptions in the region involving an adopted or special guardianship child post-order.</p> <p>ATV will call and organise disruption meetings for open cases, where appropriate, and will contribute relevant information and attend.</p>	

	RESPONSIBILITIES OF THE LOCAL AUTHORITY	RESPONSIBILITIES OF THE REGIONAL ADOPTION AGENCY	NOTES
Out-of-hours services	All those service users affected by permanence will have access to their local authority's Emergency Duty Team out of core hours, or their local emergency services.		
Indirect/ Letterbox contact	<p>The local authority will share information about ATV to all adoptive and special guardianship families, pre- and post-order, who may require support now or in the future.</p> <p>The child's social worker is responsible for referring to the letterbox service when the child is placed.</p> <p>The child's social worker is responsible for ensuring that letterbox agreements are signed and recorded on the child's adoption record before transfer to ATV, supported by ATV.</p> <p>It is the responsibility of the child's social worker to ensure birth family members and adopters have had information about the letterbox service, and have had it explained, supported by ATV.</p> <p>A risk assessment for the exclusion of photo sharing is completed by the child's social worker for every letterbox referral.</p>	<p>ATV will provide information about letterbox services for the local authority.</p> <p>ATV will facilitate Letterbox contact between adoptive parents and birth families, to meet the child's needs up to the age of 18 years.</p> <p>Letterbox services will be provided for young adopted adults up to the age of 21 years, where there is significant need and risk, and only with the operational manager's agreement.</p> <p>Electronic copies of letterbox correspondence will be stored by the RAA</p> <p>Letterbox services will be provided by the RAA to families affected by special guardianship only in exceptional circumstances where there</p>	<p>A referral pathway for Letterbox contact needs to be agreed between ATV and the local authority partners.</p>

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	Physical copies of letterbox correspondence will be stored in the LA archives when the letterbox case is closed.	<p>is significant need and risk, and only with the operational manager's agreement</p> <p>ATV will provide consultation services to the local authority in relation to Letterbox contact.</p>	
Supervising post-order contact, including siblings contact, for adoptive and special guardianship families	The local authority is responsible for direct supervised contact arrangements, post adoption and special guardianship order, where there is an assessed need for a contact supervisor to safely manage the risk.	<p>ATV will support families referred for a review of contact arrangements; provide advice and guidance; and provide support to step-down from supervised to unsupervised contact arrangements. A maximum of three direct contacts will be facilitated by ATV in the course of this work.</p> <p>ATV will refer special guardianship and adoption support contact arrangements to the local authority.</p> <p>ATV will review and honour those adoption contact agreements, previously supervised and supported by Berkshire Adoption Advisory Service (BAAS), where there is a continued assessed need/risk.</p>	A referral pathway to the local authority for supervised contact will be agreed between ATV and local authority partners.

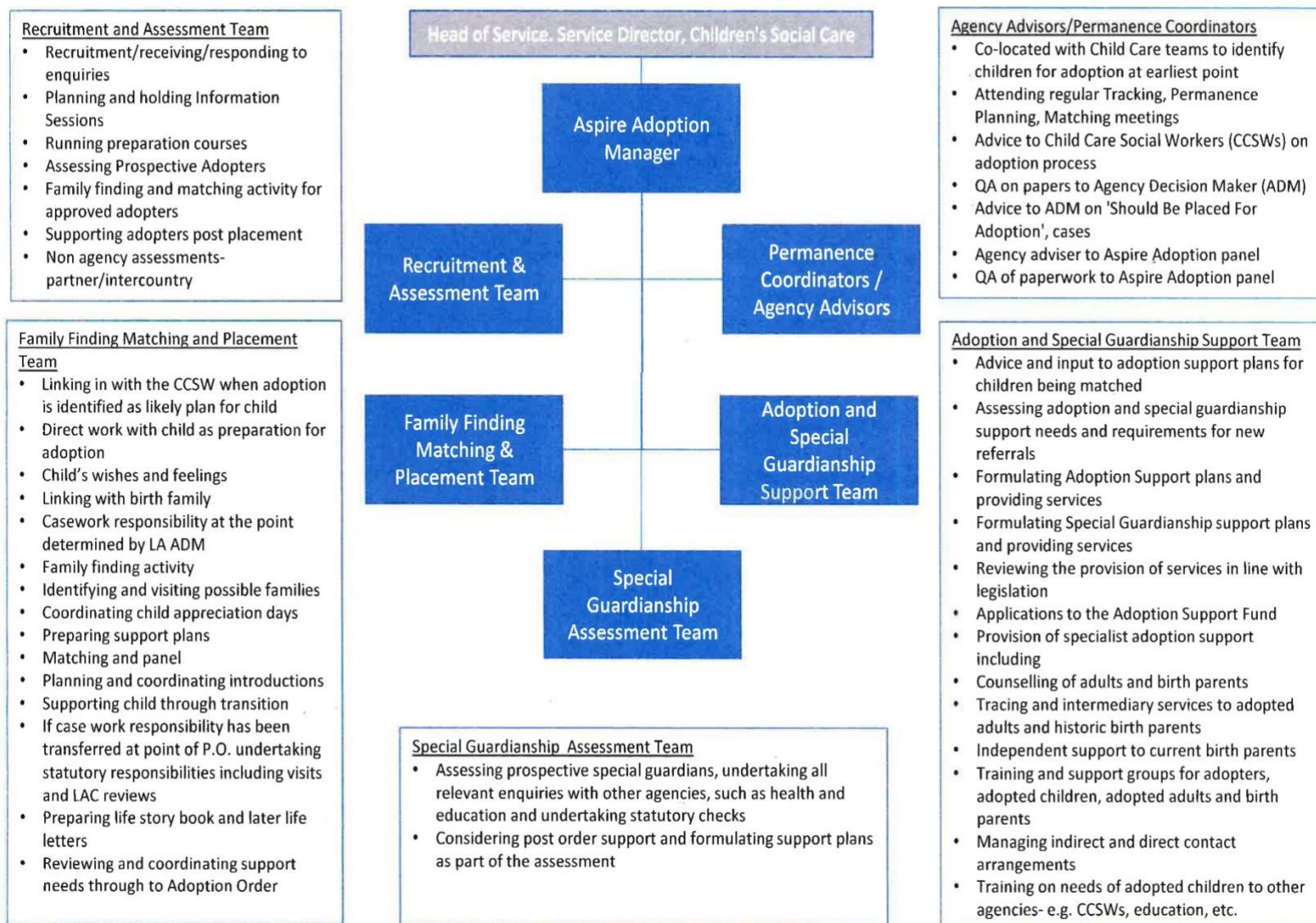
	RESPONSIBILITIES OF THE LOCAL AUTHORITY	RESPONSIBILITIES OF THE REGIONAL ADOPTION AGENCY	NOTES
		ATV will provide consultation services to the local authority in relation to supporting therapeutic contact post-order.	
Adoption and special guardianship allowances	<p>Adoption and special guardianship allowances and grants remain the responsibility of the local authority which agreed the support at the point of placement.</p> <p>Adoption and special guardianship allowances and grants will be assessed by the local authority prior to placement and, where eligible, as part of the support plan.</p> <p>The local authority is responsible for reviewing adoption and special guardianship allowances and grants, in line with local authority policy.</p>	<p>Where a post-order adoption or special guardianship family requests an allowance/grant as part of a request for support, the request will be included within the assessment of support needs conducted by ATV.</p> <p>Where an ATV social worker assesses a need for a financial allowance/grant, the assessment and recommendations will be referred back to the local authority for a decision.</p>	A referral pathway to the local authority for allowances to be agreed between ATV and the partner local authorities.
Adoption Support Fund (ASF)	The local authority will undertake all assessments of need in relation to adoptive and special guardianship placements pre-order. If a therapeutic need is assessed which is eligible for the ASF the local authority will source appropriate therapeutic support and will refer to ATV to make the funding application for this support.	<p>ATV will be responsible for undertaking all support needs assessments and funding applications to the ASF in relation to post-order adoption and special guardianship.</p> <p>ATV will provide consultation services to the local authority in relation to the ASF.</p>	

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	<p>The local authority is responsible for financial audit processes in relation to compliance with ASF requirements.</p> <p>The LA remains responsible for ASF-funded therapeutic packages commissioned prior to 1 December 2017.</p>		
Match funding for the Adoption Support Fund (ASF)	<p>The local authority is responsible for match-funding, where the local authority decision-maker decides the application meets the local authority thresholds for match-funding support.</p> <p>The LA will provide written confirmation of match-funding decisions before the RAA are able to submit an ASF application.</p>	Where ATV assesses the need for match funding, the assessment and recommendations will be referred to the local authority for a decision.	A referral pathway to the local authority for match funding to be agreed between ATV and the local authority.

Range of permanence support services provided by ATV

Statutory Support Service	Examples
Assessment of Need	Discussing with a social worker your concerns and your family's needs
Information, advice and emotional support	Telephone or email support; newsletters; emails from local authority (being part of a mailing list)
Signposting and referrals to other supports and services	CAMHS; local teams such as ATTACH; virtual school; advocacy organisations; specialist charities; activity providers
Activities and groups for adoptive or special guardianship families, and peer support	Annual family picnic; support groups; social event for adults; social event for children, mentoring and buddy schemes, etc.
Support for contact with the birth family	Letterbox contact; support with direct contact; life story books and later life letters; therapeutic life story work, etc.
Therapeutic services for children	Privately funded therapy; therapy funded by the Adoption Support Fund; therapy from local authority teams; etc.
Training for adoptive parents/special guardians to meet the needs of their child	Short courses or workshops (one to six sessions); or longer programmes (over six sessions) such as AdOpt, Safe Base, KEEP, Building Attachments, Non-violent resistance, DDP, parenting teens, sharing your child's story; coping with anger; etc.
Social work support	Emotional support; support with education; contributing to TAC and other meetings and coordinating support; etc.
Financial support	Grant; financial allowance; match-funding for the Adoption Support Fund; other financial support
Respite care	Funding for child to access nursery, activities, childminding; holiday; foster placement; residential placement, etc.

Aspire Adoption - Regional Adoption Agency (RAA) – Organisation Structure/Responsibilities



Team Plan Objective 5: Training and support to SGO carers via allocated SW support /F&F Support Service/ rolling programme of workshops and support groups to sustain placement stability and achieve positive outcomes for children and young people

Team Objective number	Action/deliverable	Due Date	Accountable Lead Officer	Internal /External partners involved	Measure of Success
5.1	Monthly F&F Support Groups	Ongoing	Ann Horne	Carer input to training workshops/F&F team	Regular attendance at Support Groups
5.2	F&F Support Service	Ongoing	Ann Horne	F&F team	Reduction in allocated cases Reduction in repeat referrals Positive User feedback Placement stability
5.3	Annual Workshop Training Programme	Ongoing	Ann Horne/Anne Fraser	F&F team	High take up of workshop places Placement stability Positive User feedback Positive feedback from Pod SWs at Annual Review re quality of care provided by F&F Foster Carers who have attended workshop training programme
5.4	Menu of interventions	Ongoing	Ann Horne/Anne Fraser	F&F team	Reduction in allocated cases Reduction in repeat referrals

					User feedback Placement stability
5.5	Participation in Previously in Care Support Strategy Steering Group to secure improved access to support services	Ongoing	Ann Horne	PiCSSSG	Positive Service User feedback on the range and availability of support services for cyp subject to SGO across the city Improved Virtual School offer to cyp subject to SGO
5.6	Timely completion of assessments of support needs and relevant applications made to the ASF for therapeutic support	Ongoing	Ann Horne/Anne Fraser	F&F team	Increase in number of successful applications to ASF to fund therapeutic provision for SGO carers

