



Children in Care Service

Adoption Team

Statement of Purpose

June 2015

Next Review Date June 2016

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1. Introduction

This Statement of Purpose is approved by elected members and reviewed and revised annually.

It is made available to:

- Adoptive Applicants
- Birth Parents and Relatives
- Adopted adults
- Placing Authorities
- Ofsted

A children's guide to adoption and to adoption support services is also available.

An online version of this document (and the children's guide to adoption and adoption support) is available on Trafford's Adoption website:

www.trafford.gov.uk/adoption

2. Values and Principles

Trafford shares the values and principles that underpin the National Minimum Standards for Adoption.

- Trafford acknowledges the lifelong nature of adoption and the need for lifelong commitment from all relevant individuals and organisations in order to meet the needs of all those affected by adoption
- Children are entitled to grow up as part of a family which can meet their needs during childhood and beyond
- It is best wherever possible for children to be brought up by their own family
- Children's welfare, safety and needs will be the paramount consideration in all decisions made during the adoption process
- Children's wishes and feelings will be fully taken into account at all stages
- Children's ethnic origin, cultural background, religion and language will be fully recognised and considered when decisions are made
- The needs of disabled children will be fully recognised and promoted when decisions are made
- We welcome enquiries from all sectors of the community and do not discriminate on grounds of age, marital status, gender, disability or sexual orientation

3. Purpose and Aims of Service

Trafford Children and Young People's Service undertakes the functions of an Adoption Agency in accordance with Government regulations and guidance which set out the responsibilities of Adoption Agencies and the conduct of their work. The Agency aims to ensure that all work is undertaken within the guidance of the National Minimum Standards for Adoption and that it adheres to the values espoused in those standards. All work is carried out in accordance with the council's policies and procedures.

The purpose of the Agency is to provide an adoption service to the community with the following objectives:

Objective 1: Service to Children

To provide a comprehensive service to children for whom adoption is the plan, keeping the needs, wishes, welfare and safety of the looked after child at the centre of the adoption process. Specifically:

- To secure a permanent home for a child who cannot be raised in his/her birth family.
- To make decisions about whether adoption is a suitable plan for a child in a timely manner being mindful of the child's development. When a child becomes looked after by the Local Authority, a plan for permanence/adoption will be considered at the earliest appropriate opportunity. Ongoing plans for the child will then be conducted in accordance with the timescales laid out in the National Minimum Standards for Adoption.
- To present the child's case within the agreed timescale to the Adoption Agency Decision Maker for them to consider whether a child should be placed for adoption.
- To seek a suitable adoptive family for the child if the outcome of legal proceedings in respect of the child confirms adoption as the appropriate plan and the Adoption Agency Decision Maker has recommended that a child should be placed for adoption. In considering a match with adopters, it is vital to select a family who can best meet the needs of the child throughout their childhood and into adulthood. A thorough assessment of the child's needs will be undertaken in order to secure the most appropriate match. However a child will not be left waiting indefinitely for "a perfect family".
- Every effort will be made to match children with adopters who reflect their ethnic origins, cultural background, religion and language, though a child will not be left waiting for a 'perfect match'.

- Wherever possible, siblings should be placed together, unless this does not meet their individually assessed needs. In such cases, explanations will be given to children and recorded. All attempts will be made to ensure that relationships can be maintained and promoted in the future.
- The service strives to avoid delay in identifying a permanent placement for the children. Where an adoptive placement for a child is not identified within four months of the court granting the legal authority to place the child, the care plan for the child will be formally reviewed. Consideration will be given as to whether, or at what stage, the plan should change with a view to achieving permanence via another route.
- To prepare the child to move to an adoptive family in a way appropriate to the child's age. To provide a "letterbox" service for adopted children and members of their birth family, to be used where it is in the child's best interests to maintain indirect contact. The letterbox is a scheme which enables adopters and birth parents to exchange information in order to maintain safe indirect contact as the child is growing up. When they are old enough children can also be involved in sending letters, etc if their adoptive parents consider it is appropriate. An information leaflet about the service is available.
- To seek and record the child's views at every stage in a manner consistent with their age and understanding.

Details of Service Provision

- Each child will have a Social Worker from the adoption team from the point at which it is recommended that adoption is considered a potential plan for the child. The social worker will be responsible for the assessment and production of the Child's Permanence Report for presentation to the Adoption Agency Decision Maker.
- If the Adoption Agency Decision Maker recommends that a child should be placed for adoption, adoption will be the department's plan for the child. The case will not formally transfer to the Adoption Team until a decision has been made by the court at the final hearing of the care proceedings. If a Care Order/Placement Order is made the Adoption Team will then proceed with seeking a suitable adoptive family for the child, having undertaken initial enquiries once the Agency Decision is made.
- In seeking a suitable family for the child the first consideration will be through Four4adoption and then using the Adoption 22 consortium, of which Trafford is a member. If an appropriate family is not available through this consortium a check will be made with the National Adoption Register. Advertising will then be pursued, using appropriate publications, to find a family. Consideration will also be given to attendance at an Adoption Activity Day and to profiling children at exchange events.

- The child's adoption social worker, in conjunction with the child's foster carer, will be responsible for preparing the child for the move to the adoptive family and supporting the placement until an adoption order is made. The social worker will be responsible for supervising the adoption placement, including preparing the required reports for court.
- Every child has a right to be given as much information as possible about their birth family. The child's adoption social worker will ensure that each child has a Life Story book which will give them an easy to understand explanation about the circumstances which led to their being placed for adoption. Where it is possible the Life Story book will contain photographs of members of the child's birth family as well as photographs of the child's foster carers. The "story" will be written in a simple, sensitive, open and honest way in order to help the child understand what has happened in their past and how the relevant decisions were made about them. It will be an accurate depiction of events and circumstances with explanation, appropriate to their age, of their history and the circumstances surrounding their placement for adoption, and will be given to the adopters within ten days of the adoption celebration.
- The child's adoption social worker will ensure that each child has a "later life letter" which will expand on the information provided in the life story book, and which will be delivered to the adoptive family within the same timescales as the life story book. A later life letter will be written in language suitable for a young person from about age fourteen upwards. The adoptive parents will make their own decision about their individual child regarding the age at which the later life letter will be shared. It is intended to give an explanation in more adult language about the child's birth family and the reasons for the adoption. It should build on information which will already have been shared with the child/young person in the Life Story book. In certain circumstances, 2 stage later life letters may be provided to provide particularly sensitive information.
- The child's adoption social worker will work closely with the birth parents and with the support worker for the birth parents where applicable. This is to ensure that the birth parents have full information about the adoption process and are able to contribute to their child's Life Story information. It will also ensure that the birth parents have information about the letterbox scheme and will encourage their participation in maintaining the agreed contact arrangements with the child. Support will be offered to write appropriate letters if requested.

Objective 2: Service to Adopters

The Agency aims to provide a comprehensive service to adopters by welcoming those who are interested in becoming adopters, responding promptly in the provision of preparation, assessment and

approval stages and working openly and effectively with adopters throughout the whole adoption process. Specifically:

- To recruit, prepare, assess and consider the approval of adoptive applicants who can meet the needs of children needing adoption both within Four4adoption, Adoption 22 and nationally.
- Enquires from individuals or couples who are considered likely to be able to provide an adoptive placement for children who are harder to place will be prioritised within the team's recruitment process.
- The team will prioritise the needs of children waiting for adoptive placements in all adopter recruitment decisions.
- To provide written information for prospective adopters, which will guide them through the adoption process. The process is also shown in our information packs which are available either in hard copy or electronically.
- To work with adopters within the timescales laid down in the National Minimum Standards for Adoption. Adopters will be treated fairly, openly and with respect throughout the adoption process.
- There is an eligibility criteria to adopt within Four4adoption which is based on the National Minimum Standards for Adoption. Adopters who meet the eligibility criteria in making their enquiry may not automatically be invited to proceed into the process.
- Adopters will be supported and encouraged to be involved in adopter led practice in its approach to the family finding process. Adopters will be provided with advice and access to information regarding this, by their social worker.
- To ensure that at the stage of being matched with a particular child, full information has been shared about the child. All known information is to be shared in written form. To ensure that as part of the matching process adopters have the opportunity to meet with the child's foster carer. To ensure that, if appropriate, it is possible for adopters to meet the birth parents and/or other significant members of the child's birth family.
- To provide adopters with a wide range of adoption support services, either directly or through contractual arrangements with other agencies.
- To ensure that adopters are assessed for the necessary financial support for an adoptive placement. Furthermore, to contribute to the review of such arrangements when required.
- To provide a service to applicants who wish to pursue inter-country adoption. This service will be to refer them to the appropriate agency with whom Trafford has a service level agreement.

- To provide a service to adopters in non Agency placements, such as partner (formerly step-parent) adoptions.

Details of Service Provision

- The Agency will seek to recruit adopters who will meet the needs of children for whom adoption has been identified as a plan. This is done via advertisements in appropriate publications and other means as appropriate. The Agency will link its own recruitment strategy with the recruitment strategy for Adoption22 (of which Trafford is a member).
- The agency is a member of the Four4adoption collaboration (along with Cheshire East, Stockport & Tameside) and shares its marketing & recruitment strategy with the other local authority members.
- When a prospective adopter makes an initial enquiry to the Agency, a telephone response is made and will be followed up by sending an information pack. If applicants wish to attend an 'Information Evening' then a screening call will take place. The applicants can then request a home visit. Following the visit, a decision will then be made as to whether the applicants will be invited to submit a Registration of Interest (applications).
- If applicants submit a Registration of Interest (application), then upon receipt the Agency will have five working days in which to accept it. The applicants will be asked to give consent to the seeking of statutory references and will be invited to attend a preparation group during Stage One. At this point an agreement will be signed by the Applicants and the Agency which confirms the expectations during Stage One of both the Agency and the applicants. A decision will be made by the Agency at the end of Stage One as to whether or not the applicants are suitable to proceed to Stage Two. Stage Two consists of a home assessment.
- Group preparation sessions are offered monthly and will be hosted by one of the agencies within the Four4adoption collaboration. A three-day preparation programme is offered. This includes a talk from a foster carer who has extensive experience in preparing children to move to adoptive families. Prospective adopters will also hear from a number of approved adopters throughout the three days and from a birth relative.
- Adoptive applicants are assessed thoroughly by a qualified and experienced social worker. This is in accordance with the requirements of the National Minimum Standards for Adoption as well as the Agency's policies and procedures. Information provided by prospective adopters during the assessment process will be corroborated via referee interviews and via other sources where appropriate.
- The assessment of the adoptive applicant(s) is presented to the Adoption Panel by the social worker who has completed the assessment. The panel meets on the second Monday of each month. From January 2014 the panel meets twice a month.

- Applicants can choose to attend the panel meeting if they wish to do so. Applicants will be advised that attendance at panel is a neutral event: it will neither advantage nor disadvantage the consideration of their application. Written information is available for applicants regarding the role and process of the Panel.
- On the day of panel, applicants will be given verbal feedback on the outcome of their application. Applicants will have been informed by their social worker that the Agency Decision Maker needs to consider the recommendation of the panel. This decision is made within seven working days of the Agency Decision Maker receiving the final minutes. Written information on the outcome will be sent to applicants within three days of the agency decision.
- Following approval, the social worker will support the adopters through the process of identifying a suitable child for a match.
- When a suitable match has been identified, the applicants will receive full support and guidance throughout the matching process.
- The child's local authority will consider whether the match is considered to be suitable at their Adoption Panel and again the Agency Decision Maker at that agency makes the final decision,
- When a child is placed with them, they will continue to receive full support and guidance from their social worker until the adoption order is made.
- The Agency offers a range of support activities to approved adopters. These include the adoption support group which meets three times a year, and as well as offering information on specific topics it provides an informal opportunity for adopters to seek support and share ideas with each other. Other forms of support are open to all adopters, for example a monthly stay & play drop-in, newsletters, coffee mornings, training events and the Adoption Support Fund.

Objective 3: Service to Birth Parents/Birth Relatives

The Agency is committed to the provision of a service to birth parents and birth families which recognises the lifelong implications of adoption. They will be treated fairly, openly and with respect throughout the adoption process. Specifically:

- To offer a service to birth parents where it has been decided by the Agency that adoption is a plan for the child. The aims of this service will be to attempt to engage with the birth parents to help them to cooperate with making effective plans for the child and to contribute to information for this child in the future.

- To offer a service to birth parents relinquishing a child for adoption.
- To provide verbal and written information for birth parents about the adoption process.
- To provide an independent social worker for birth parents. This will be available either directly through the Agency or through a contractual arrangement with a local voluntary agency.
- To seek to work with any significant birth relative of the child who may be able to contribute in a positive way to the plan for adoption or to provide information for the child's life story.
- To provide a "letterbox" service for birth parents and other relatives where it is deemed that maintaining indirect contact is in the best interests of the child. The letterbox is a scheme which enables adopters and birth parents to exchange information in order to maintain safe indirect contact as the child is growing up. When they are old enough children can also be involved in sending letters, etc if their adoptive parents consider it is appropriate. An information leaflet about the service is available.

Details of Service Provision

- The team operates a process of twin track planning for children who are the subject of legal proceedings where the outcome may be an adoptive placement. This process takes account of the fact that the decisions in court could lead to the child returning to the care of their parents or family and friends carers. Full communication takes place with birth parents about this process.
- The adoption team social worker will meet with birth parents for the following: to explain the twin tracking process and give parents the explanatory leaflet; to gather information about the child's family background; to explain to birth parents their right to social work support independent of the child's social worker and how to access this support, and to obtain medical information and consents.
- The child's adoption social worker will sensitively attempt to work closely with the birth parents. This is to involve the birth parents in the adoption process; to help them to understand the implications of adoption for themselves and for the child; to encourage the sharing of relevant family background and medical information. The birth parents will also be encouraged to share photographs and other personal memorabilia for the child to assist with maintaining links between the past and present.
- After a child is placed for adoption, the Agency will provide a separate worker for birth parents to support them and offer them counselling. This will be done either by allocating a worker from the adoption support service of the adoption team or via a social worker from the local voluntary agency, After Adoption (via their Birth Ties Project), with whom Trafford has a contractual arrangement.

Objective 4: Provision of Adoption Support

In acknowledging the lifelong commitment of adoption the Agency aims to provide a comprehensive adoption support service in line with the Adoption Support Services Regulations (2005). Specifically:

- To undertake an assessment for the provision of a service if a request is made by an adopted child, the sibling of an adopted child (whether the birth child of the adopters or other adopted child within the household) adopted adult, adopters, birth parents or birth relatives.
- To undertake an assessment for the provision of adoption support financial assistance.
- To provide counselling and information from adoption records to adopted adults.
- To provide advice and guidance to birth parents and birth family members where a child has been adopted in the past to enable them to access services in relation to adoption issues from appropriate agencies.
- To provide an intermediary service to adopted adults and birth relatives.

Details of Service Provision

- To provide schedule 2 counselling to adults who were adopted before November 1975 in order to assist them to access to their original birth records, and to those adopted after that date should they wish it as a matter of good practice.
- Adopted adults who are seeking access to information from their adoption records will be offered counselling, support and assistance.
- A service will be provided to birth relatives who wish the Agency to act as an intermediary with members of the family who are now adults and were adopted during their childhood, and to adopted adults seeking to contact birth relatives.
- If an assessment is requested for adoption support in a case involving children, this will be undertaken according to the Adoption Support Services Regulations (2005). The initial point of contact will then be the Multi-Agency Referral and Assessment Team (MARAT). MARAT and the Adoption Team will then work together to ensure that an assessment of need is made in accordance with the agreed timescales laid down in the Assessment Framework, and that the service user is given written information on the outcome of the assessment. Depending on the circumstances the Adoption Team will act in an advisory capacity or will be responsible for service provision. If the person requiring the service is

a child/young person the matter will be dealt with by MARAT, and then transferred to the appropriate community team if ongoing service is required. If the service user is an adult, support will be provided by the adoption team.

- The Agency has identified as the Adoption Support Services Adviser (ASSA) the Head of Service (Children in Care).
- The Agency has a contractual arrangement with a local voluntary agency, After Adoption, for the provision of some adoption support services. Decisions about referrals to this service are made by the team manager in the adoption team.

Since May 2015 the Department for Education have put in place the Adoption Support Fund. This money is available to any adopter or child where there is an assessed need for therapeutic support with a view to ensuring the stability of the child's adoptive placement. The team will routinely make applications to the fund where this is considered appropriate in agreement with adoptive parents.

Objective 5: Ensuring Effective Corporate, Management and Panel Functions

The place of the adoption service will be clearly identified in the Agency's strategy for children's services. Key objectives will be set and timescales identified for the meeting of targets. There will be an identification of the resources needed to deliver these. There will be appropriate systems, linked to the Agency's management information system, for measuring effectiveness and outcomes. The Adoption Panel will be operated in accordance with current Adoption Agency Regulations. Specifically:

- The local authority plans and delivers adoption services with other local services including health, education, voluntary adoption agencies, the local courts, other relevant agencies and, where applicable other local councils.
- The Head of Service (Children in Care) ensures that adoption is an integral part of the council services to children and will be involved in the strategic planning, delivery and monitoring of the adoption service. The annual Children in Care Service Plan and the Adoption Team Plan set objectives and timescales for delivering the adoption targets. These plans are linked to the overarching CYPS and Corporate Plans as part of the council's corporate planning framework.
- Necessary links are in place with councillors to ensure they carry out their responsibilities as corporate parents and that they receive regular information on the management and outcome of the service which they are responsible for providing. This will be through reports to Executive members, the Overview and Scrutiny Committee and through Councillor representation on the Adoption Panel.

- There is a commitment to continuing collaboration through Four4adoption, as well as membership of Adoption22, as this is an effective way of providing adoptive placements for Trafford children and for Trafford adopters.
- The Adoption Panel operates in accordance with existing regulations. It contributes to improving adoption practice and ensuring consistent quality in adoption work through robust oversight and examination of the work of the adoption team.
- Agency decision-making is made in accordance with timescales identified in the National Minimum Standards for Adoption.

Details of Other Service Provision

- The Agency offers a service in relation to non-agency adoptive placements including partner adoption applications. The service includes supervision of the placement, advice to the adopters and the preparation of the required reports for the adoption hearing. This service is provided by social workers on the adoption team.
- Where applicants wish to adopt a child from another country (inter-country adoption) they are referred to an approved adoption agency which has extensive experience in this area of adoption work (Intercountry Adoption Centre).
- Children and adopters are referred to the Adoption Register in accordance with the agreed requirements and timescales. The team also profiles children awaiting placements on a secure national family finding website called Adoption Link. Adopters are also encouraged to utilise this resource with a view to adopter led practice.
- Where an adoptive placement is at risk of disruption, involving either a Trafford child or Trafford adopters, guidance and support will be offered to all parties. If an adoptive placement disrupts prior to the making of an Adoption Order, a disruption meeting will be arranged in line with the policies and procedures of Adoption22. The aim of this meeting is to assist with future planning for the child. If the disruption is with Trafford adopters, guidance/counselling will be offered to the adopters to help them to decide whether or not they wish to be considered for a future placement.
- The Agency will discharge its commitments as a member of Four4adoption and Adoption22. The Agency acknowledges the positive benefits of the collaborative working arrangements through being part of Four4adoption and Adoption22.
- In accordance with regulations, adoption records will be maintained and stored securely for 100 years.

Staffing Arrangements

All staff are suitably qualified and experienced and are recruited in accordance with Standard 19 of the National Minimum Standards for Adoption. All Social Workers are registered with the Health & Care Professions Council (HCPC).

The Adoption Team is based at:

Trafford Town Hall
Talbot Road
Stretford
Manchester
M32 0TH
Tel: 0161-912 5050

Responsible Person: Gerard Crowther, at above address

Qualifications and Experience:

Qualified as a social worker in 1992 and registered with GSCC. Also holds the NVQ4 in Management qualification.

Employed by Trafford Council since 1992 as a social worker: worked on both Trafford's Child and Family Team and on Trafford's Children with Disabilities Team. In 1997 became the manager of Trafford's Adolescent Support Team and since that date has managed Trafford's Children in Care Team and Trafford's Permanence and Transitions Team which is a multi-agency team for Children in care and care leavers.

Appointed to the post of interim Head of Service (Children in Care) on the 16th August 2010 and then this post became permanent on 4th October 2011. Appointed to the post of Assistant Director (Safeguarding) in October 2014.

The Adoption team comprises the following staff:

Operations Manager: Mark Tobin

Qualifications and Experience:

Qualified with the Diploma in Social Work at Coventry University, 1996.
Post Qualifying Award (PQ1) 2002.

Has 18 years' experience as a qualified social worker. After qualifying, worked as a front line local authority child protection social worker

for four years. Following this, spent eight years employed by the NSPCC, initially in specialist practitioner role conducting independent child protection enquiries and subsequently in a management role within NSPCC / ChildLine.

Has undertaken considerable safeguarding training relevant to both familial and intra-familial child protection investigative practice. In addition has received specific management training relevant to the supervision and case management of social work practitioners as well as auditing in social care.

Since 2008 has worked in the field of adoption. For three years he was employed by Salford MBC as an adoption social worker recruiting, assessing and supporting adoptive parents. This was followed by a two year period at Tameside MBC as Practice Manager of their adoption service. In December 2014 was appointed as Operations Manager for the Adoption team at Trafford MBC.

Team Leader: Elizabeth Guard

Qualifications and Experience:

CQSW and Diploma in Psychiatric Social Work - Manchester University in 1988.

Has 24 years post-qualifying experience as a social worker, including 18 years working solely in adoption. Worked for Bolton Social Services from 1988 – 1995, within The Children and Families Team. Left Bolton to take up employment with Trafford Council on the then Care Management Team, which changed its name to the Adoption Team. In August 2012, was appointed as Senior Practitioner, and in June 2013 as the Adoption Team Leader.

Quality & Recruitment Officer: Clare Riley

Qualifications and Experience:

NVQ Business & Administration

Highly competent in Microsoft Office packages.

Currently a Recruitment Champion for BAAF.

Is an adoptive parent with 5 years' experience working within the Children in Care Service and 20 years' experience working within administration / performance measuring roles.

Recent training includes BAAF Profiling children, BAAF Adoption Activity Days, BAAF Adoption Recruitment

- **5 full-time equivalent adoption workers who are responsible for the work with adopters:**

Sonya Zaryckyj (Senior Practitioner)

Qualifications and Experience:

BA (Hons) in History and Sociology from Manchester University with 2:1, graduating in 2005.

MA in Social Work qualifying in September 2007.

Level 3 social worker in March 2009.

Gained PQ1 and PQ2 in Advanced Childcare Award in 2010-2011.

I have 13 years' experience in total in social care work- through voluntary (children and adults), support work (children and adults) and post qualifying work (Court, child protection, family support and adoption). Post qualifying experience has been in children and families and adoption work working for Salford and then Trafford. I became Senior Practitioner on the Adoption Team in October 2013 and completed Practice Educator training in June 2014.

Mike Gennery

Qualifications and experience:

Worked as a Residential Social Worker with children for eight years from 1978 - 1986.

Qualified as a Social Worker after gaining the C.Q.S.W. 1989.

In 1992 gained the certificate in Family Placement.

Over the last twenty four years has worked for five different Local Authorities and for one private Fostering organisation all in the North West of England. The posts have been for varying lengths of time as both Social Worker and Senior Practitioner. All work has been in Child Protection, Fostering or Adoption.

Candice Byrne

Qualifications and experience:

CACHE Level 3 Diploma in Child Care and Education (2006) - Manchester College

Counselling Concepts Level 2 (2008) - Qualifications and Curriculum Authority

Multidimensional Treatment Foster Care England (2010) - MTFCE

BA (Hons) Social Work (2010) - Manchester Metropolitan University

PQ1 (2012) Salford University

Candice has been employed by Trafford Borough Council as a Social Worker for the past five years. She worked as a Supervising Social Worker on the Councils Fostering Team for three years before joining the Adoption Team two years ago. Candice passed the level 3 interview in 2012 after obtaining the Post Qualifying Award (2012) through Salford University and holds level 3 status. Prior to her employment with Trafford Borough Council,

Candice worked as a qualified Nursery Nurse for Surestart, as a private Nanny and as a Nursing Assistant within a psychiatric hospital.

Amy Mather (part-time)

Qualifications and Experience:

BA Hons degree 2000

Diploma in Social work 2005

Experience with children and families since 2000, including residential units and two years at Youth Offending Team.

Adoption experience since 2008.

Commenced the role of Team Leader of the AdOpt programme in March 2014.

Vacancy

David Bazell (part-time)

Qualifications and Experience:

BA Hons degree 1990

Diploma in Social Work 1998

I have over 23 years of experience working with children and families, mostly in the field of child protection, working for the children's charity 'Action for Children'. I have managed a range of services across the North West including Family Intervention Projects, Children's Rights services and Young Carers services.

I have also worked as a part time lecturer on the Social Work Degree course at Salford University.

I have worked for Trafford Adoption Team in different capacities since 2013, and I am now a permanent part time member of the team.

- **3.5 full time equivalent adoption social workers who are responsible for the work with children who are to be or have been placed for adoption:**

Harsa Pankhania (senior practitioner)

Qualifications and Experience:

BA Hons Social Administration and Sociology 1983

MA Contemporary Sociology 1984

Post Graduate Diploma in Social Work and CQSW 1989

Certificate in Counselling skills level 2 1998

Accredited Practice Teachers Award 1999

PQ level 1 2000

PQ level 2 2002
Advanced Child Care Award (ACCA) 2002.

I have 27 years' post-qualifying experience with children and families within child protection and then specialising in adoption.

Sarah Goryl

Qualifications and experience:

DipSW (2000)

PQ1 post-qualifying award

Practice teacher award 2010

Fifteen years' post-qualifying experience with children and families and adoption.

Hannah Stoner (maternity leave cover for Claire Humphreys)

Qualifications and Experience:

Parenting Assessment Qualification PAMS (2013)

PQ 2 (2012) Salford University

Successfully passed the Level 3 Interview (2011)

PQ 1 (2010) Salford University

BA (Hons) Social Work Qualifying in 2009 – Manchester Metropolitan University

BA (HONS) Drama and Community and Race Relations (2003) Edge Hill University. During this time I worked as a volunteer for Salford Youth Offending Service.

My first involvement working with children began in 1999 when I worked as a volunteer with Salford Youth Offending Service. I then worked in a Residential Children's home for two years which I found challenging yet rewarding. I began working for Trafford Child and Young Peoples Service in September 2004. I worked as a Family Aide on the Adolescent Support Team from 2004-2008 during which time I was seconded to complete the Social Work Degree. During this time I worked on the Community Mental Health Team working with adults who had severe and enduring mental health difficulties. Prior to working on the Adoption Team I spent 7 years working on Trafford Children and Young People's Service Multi Agency Referral and Assessment Team (MARAT). This role primarily focused on safeguarding children and providing child in need support.

Heather Robson (part-time)

Qualifications and experience:

DipSW (1993)

18 years post-qualifying experience with children and families; safeguarding and adolescent support and 8 years in adoption.

- **2 full time equivalent adoption support social workers whose remit is the provision of an adoption support service:**

Gaynor Fanning (part-time senior practitioner + part-time social worker)

Qualifications and Experience:

Qualified Dip S/W in 1996 and P.Q. one in 2000.

Twenty eight years pre and post Social Care experience within residential settings, care management, adolescent support, and children with Disabilities.

Twelve years in Adoption support. Is a full-time Senior Social Worker.

Sue Pierce (part time)

Qualifications and Experience:

DipSW (1997)

PQ1 post-qualifying award

13 years' post-qualifying experience with children and families and adoption.

Worked at Cheshire House Family Assessment Unit for 4 years, prior to joining West area community team in 2000. In June 2003 moved to CDAT (now known as MARAT) and then joined the adoption team in May 2006.

- **1 adoption support worker:**

Vacancy

- **1 Clinical Psychologist:**

Anna Roby

Qualifications and Experience:

BSc Anthropology

MSc Applied Psychology

Grad Dip Psychology

Doctorate in Clinical Psychology

7 years experience of research with adopted children and children in care

12 years experience of working with children and families

5 years experience of working clinically with children, adolescents and adults across the age range.

Introductory certificates in : CBT, CAT, VIG, Non Directive Play Therapy, Filial Therapy, DDP.

- **3 AdOpt Programme workers:**

Amy Mather (part-time)

Qualifications and Experience:

BA Hons degree 2000

Diploma in Social work 2005

Experience with children and families since 2000, including residential units and two years at Youth Offending Team.

Adoption experience since 2008.

AdOpt Programme Team Leader since 2014

Chris Billinge – Senior Practitioner (part-time)

Qualifications and experience:

Qualified DipSW 1999

BA in Health and Social Care and Child Care Award 2004

Fourteen years' post-qualifying experience in child and family work including Children with Disabilities.

AdOpt Programme Senior Practitioner since 2014

Lisa Wisher - Senior Practitioner (part-time)

Qualifications and experience:

BA (HONS) Applied Social Studies and CQSW – 1990

Chartered Institute Personal Development – Diploma in Learning and Development – 2012

Women's Aid Practitioner Qualification – Responses to Domestic and Sexual Violence - 2013

Currently undertaking Psychotherapy Training in Transactional Analysis

Worked as a Residential Social Worker and as a Social Worker in mental health services in Nottingham.

Moved to Manchester to take up the role as Director for the newly established Brook Advisory Service. Then spent several years as Associate Director of Health Improvement at Central Manchester Primary Care Trust. And after adopting two children, took up a specialist trainer role in domestic abuse in Central Manchester Foundation Trust's Safeguarding Team.

Vice Chair for Bury Adoption Panel and a member of the National Training Advisory Group and a freelance trainer for Adoption UK. Currently working for 4FourAdoption on the AdOpt parenting course.

Monitoring and Evaluation

Adoption Services are monitored and evaluated in accordance with the Children in Care Service Performance Management Framework. Mechanisms for monitoring and assuring quality:

- Progress is measured against local and national performance indicators/ targets and against the National Minimum Standards for Adoption
- Staff work in line with comprehensive, up-to-date departmental procedures and policies
- All staff receive regular supervision in accordance with Trafford's supervision policy
- Personal review and development plans are reviewed twice yearly
- The Adoption Panel monitors the quality of reports presented to panel and the progress of plans
- The Adoption Panel provides 6-monthly feedback to the Agency Decision Maker on the quality of reports presented to the Panel.
- Case file audits are undertaken twice yearly.
- All plans for children looked after or placed for adoption are subject to regular independent review
- The Operations Manager and Team Leader monitor the quality of all reports presented to panel and to the Agency Decision Maker
- Disruption meetings are held routinely within the Children in Care Service for any unplanned placement endings to maximise learning opportunities

Complaints and Feedback

We welcome feedback from service, users and partner agencies. Prospective adopters are advised of all relevant complaints and representation processes:

Complaints

If you have a complaint you can telephone, call, write or email the Adoption

Team manager and explain why you want to make a complaint. If you are not satisfied with the response you receive or you want the complaint to be investigated by an independent person you should send your complaint to the address below:

Trafford CYPS,
Compliance and Governance,
Trafford Town Hall
Talbot Road
Stretford
Manchester
M32 0YH

You can make your complaint by email using the email address below –

complaintscyps@trafford.gov.uk

You can also make your complaint by telephone by contacting Steve Byrom, Compliance and Governance Officer, on 0161 912 4698. The email address of Steve Byrom is – Steven.Byrom@trafford.gov.uk

Complaints to Ofsted

Ofsted regulate social care services in England, such as children's homes, residential family centres and fostering and adoption services. If you feel that you want to make a complaint directly to Ofsted then the details of how to contact Ofsted are provided below –

Ofsted: 0300 123 1231
Ofsted National Business Unit
Piccadilly Gate
Store Street
Manchester
M1 2WD

Enquiries@ofsted.gov.uk

Ofsted have produced a guide about how to register concerns and complaints which can be found by clicking on the following link –

<http://www.ofsted.gov.uk/resources/concerns-and-complaints-about-social-care-providers>

Children's Rights

Trafford's Children's Right Service provides access to independent advocacy services for all looked after children:

Mark Bailey
Trafford Town Hall
Talbot Road

Stretford
Manchester
M32 0TH

Tel no: 0161 912 5094
Email: mark.bailey@trafford.gov.uk

The Children's Commissioner for England

The Children's Commissioner for England promotes and protects children's rights in England. She does this by listening to what children and young people say about what matters to them and making sure adults in charge take their views and interests into account. The law says that, in her work, the Children's Commissioner should have particular regard to children living away from home or receiving social care.

If you are a child or young person who lives away from home or who receives social care and who needs advice or assistance, you can find out how The Children's Commissioner can help and get in touch with her by calling free phone **0800 528 0731**

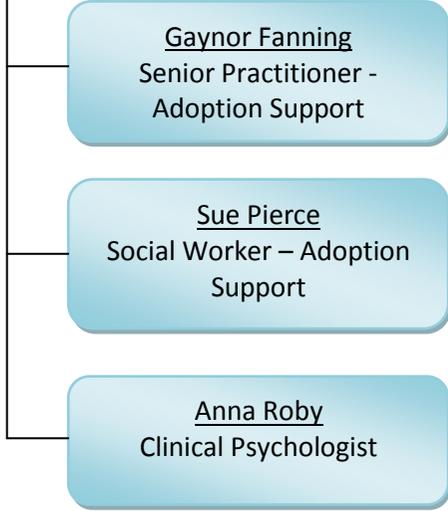
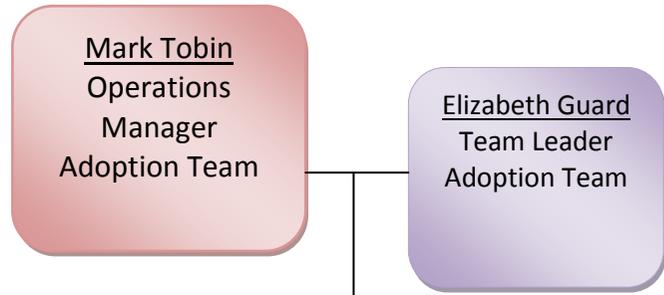
Or by email to info.request@childrenscommissioner.gsi.gov.uk

Independent Review Mechanism

Adoptive applicants who are turned down for approval or matching decisions either by a recommendation by the Adoption Panel or by a decision by the Agency Decision-Maker are able to ask for their case to be reviewed by the Independent Review Mechanism:

Address: Independent Review Mechanism
Contract Manager
Unit 4
Pavilion Business Park
Royds Hall Road
Wortley
Leeds
LS12 6AJ
Tel: 0845 450 3956
Website: www.independentreviewmechanism.org.uk/adoption
Email: irm@baaf.org.uk

Children in Care Service - Adoption Team Structure



Children in Care Service – Management Structure

