

## OAWY Family Finding Flowchart for CSWs

CSW attends ADM for the ShoBPA and a FF is allocated.  
FF arranges an *Initial Family Finding Meeting* within two weeks of ADM agreeing the adoption plan. Meeting attended by FF and CSW and, if appropriate, FC.  
*Early alert* to be completed if appropriate.

*Family Finding Review* to be done every three months if an adoptive family not identified - remember to invite the FF to all Looked After Reviews

Placement order granted.  
FF creates the *child's profile*.

Child's profile is taken to the monthly linking meeting where possible internal matches are discussed.

If no OAWY families available or appropriate, FF seeks permission for an external placement. Ensure there is consent in place for photos. FF refers child/ren to Link Maker. Child should be featured by FF at appropriate national exchange days and profiling events. Fun Days can also be considered.

FF gathers PARs and sends strong PARs and *PAR Sharing Form* to CSW.

A *PAR Sharing Meeting/discussion* should be held within one week of sharing of PARs and the PAR sharing form should be completed identifying the chosen family with relevant signatures. FF sends PAs the child/ren's CPR (this should be kept up to date by CSW throughout the family finding process - never deleting any information, but adding in updates to reflect progress/changes)

*Linking Visit* to prospective adoptive family – attended by FF, ASW, CSW

*Pre-match meeting* within 1 week of positive linking visit to evidence the strengths and vulnerabilities of the match along with the support needed. Tasks ahead of matching panel are also discussed: booking panel, PAs meeting FC & medical advisor, CPR updates, arranging LAD, bump in to meeting, birth family meetings, final contacts. Attended by FF, ASW, CSW, SSW.



*Adoption Placement Report* and *Adoption Support Plan* are completed by OAWY ASW and CSW. If external this is supported by the FF.



*Transitions Planning Meeting* arranged by FF, also attended by PA, ASW, CSW, FC, SSW. Check all tasks are complete, PA has all relevant paperwork, agree key dates in introduction plan, consider application to ASF.



*Adoption Panel* – attended by PA, ASW and CSW and FF if external



*Placement Planning Meeting* – usually held on the first day of introductions and attended by PA, ASW, CSW, SSW, FC and FF if external. Please bring 3x original birth certificates to this meeting. The *Adoption Placement Plan* and final *introduction plan* will be written up by the OAWY ASW/FF.



Introductions. Child to be supported and visited by CSW, PAs to be supported and visited by ASW as agreed in the APP.

*Review of introductions* chaired by OAWY ASW/FF.



Placement. CSW completes stat visits. Looked After Review within 28 days.

After 10 weeks of placement, PAs can apply for the adoption order. CSW and ASW to write the *Annex A* supporting the application and submit together.



Adoption Support Assessment and application to ASF if needed and not done previously.

Key:

FF: Family Finder

CSW: Child's Social Worker

FC: Foster Carer

ASW: Adopter(s) Social Worker

PA: Prospective Adopter

SSW: Supervising Social Worker

SHOBPA: Should be Placed for Adoption

PAR: Prospective Adopters' Report

APR: Adoption Placement Report

ASP: Adoption Support Plan

APP: Adoption Placement Plan

OAWY: One Adoption West Yorkshire

SW: Social Worker