

## Appendix B – Template for Adoption Planning Meeting

(To be designed into ICS in due course as a form that can be consolidated for siblings)

### Part A – Basic Information

Name of Child(ren): ICS Reference Number(s):

Date of Review that agreed adoption as the plan:

Date of Referral to Adoption Manager:

Date of this Meeting:

Present (Name/Designation/Team)	Apologies (Name/Designation/Team)

### Part B – Key Considerations

1. Are there any outstanding assessments which could delay the plan?
2. Are the proposed contact arrangements workable and able to be resourced?
3. Do we have a report from the current foster carer(s) to help identify the skills that may be required by an adoptive family?
4. Do we have sufficient information in order to find a suitable adoptive family for the child(ren) and are the matching criteria agreed?
5. In considering the Welfare Checklist are there any issues which may require further exploration or advice (e.g. legal or medical)?

### Part C – Adoption Bundle

Please list the contents of the proposed Adoption Bundle and indicate if viewable on ICS, this **MUST** include the CPR and the Adoption Welfare Checklist.

Ref No	Name of Document	Viewable on ICS
AB1	<i>Child Permanence Report</i>	Yes/No
AB2	<i>Adoption Welfare Checklist</i>	Yes/No

### Part D – Timetable

**Proposed Dates to meet the target of 6 weeks from CLA review to ADM decision:**

1. Dates all paperwork completed by SW:
2. Date all paperwork quality assured by Agency Advisor:
3. Date child(ren) referred to the ADM:
4. Date of decision by ADM: