

Placement Disruption Policy and Procedures

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Policy

On all occasions that disruption occurs a disruption meeting will be arranged and the Children and Families Management Team will receive a report to consider the circumstances and note learning points for future placements. The main issues will be disseminated to other social workers and managers.

Introduction

A disruption occurs when a placement for a child which was intended to be permanent ends.

In the context of adoption, the ending of a child's placement for adoption before or after the making of an adoption order therefore counts as a disruption.

If the child concerned is looked after by Slough Borough Council either because they are not yet adopted or because they have become looked after again as a result of the adoption disruption, a disruption meeting must be held.

In the context of permanency through long term fostering, the ending of a placement where the 'match' of a child to long-term foster carers has been formally approved via Slough's Fostering Panel is regarded as a disruption.

If a child's placement ends with foster carers where a match has not been agreed via Slough's fostering panel, the formal disruption process will not be instigated, however it is important to recognise the relevant and precipitating factors, and for these to be carefully recorded on the child's file (see 'Pre-Disruption Meetings' below.)

In the context of Special Guardianship the disruption process may be appropriate where the department has been closely involved in making the placement.

The purpose of a disruption meeting is to understand what factors may have contributed to the disruption, to inform the identification of the future placement and to enable the child to move on successfully. An additional function is to enable the Agency to reduce the risk of further disruptions to other children.

Procedures

Pre-disruption meetings

Where significant difficulties are being experienced in relation to any placement, an Early Review meeting will be called.

When disruption of a placement is threatened this should be reported to the child's Independent Reviewing Officer and the Adoption and Legal Permanence Team Manager. The Fostering Team Manager must also be informed if the foster placement is in-house.

Action/by: **Child's Social Worker or any member of Children's Services who is aware that a disruption is threatened**

Timescale: **Within one working day of noting threatened disruption**

An 'Early Review' should be held, incorporating the 'Pre-Disruption'/ 'Placement' meeting agenda, as appropriate (**Appendix A**).

This meeting should be chaired by the child's current IRO.

The purpose of the meeting is to clarify how the child and the foster carers can be supported to enable the placement to sustain or, if this is not an option, to clarify the reasons why the placement cannot continue, to discuss how best to bring the placement to an end.

The detailed arrangements regarding the ending of the placement, how best to support all involved through the process and in the immediate aftermath of the disruption will usually need to be discussed at a subsequent, pre-disruption meeting, although it may be appropriate to make these plans at the Early Review. Advice **must always** be sought from the Adoption Team Manager/ Assistant Team Manager on the process of ending the placement. The arrangements must be overseen by the Adoption Manager/Assistant Team Manager, which may involve chairing the pre-disruption meeting where an Early Review has confirmed the need for a placement to end but not clarified the detailed arrangements.

In addition to the above, it will need to be determined who should be notified, by whom and when of the disruption; whether and when a formal disruption meeting should be held after the placement has ended (see * Disruption Meetings below); and what immediate arrangements should be made for contact.

Action: **Child's Social Worker to arrange Early Review**

Timescale: **Meeting to take place within 10 days of being notified of the threatened disruption**

Foster Placement Disruptions

Disruption Meetings:

A formal disruption meeting should usually be held where a long term foster placement has been matched at Panel, within 1-2 months of the placement ending.

In the case of other foster placements, or when a post-placement disruption meeting would duplicate, rather than add to information/ conclusions of the pre-disruption meeting, an alternative option may be more appropriate. This is for the IRO to prepare a disruption report detailing significant themes/ issues and lessons learnt, to be disseminated to all relevant parties.

The formal disruption meeting should be chaired by the Independent Reviewing Service, and by someone who has not chaired the child's Statutory Reviews. This enables the child's reviewing officer to attend/contribute to the disruption meeting, where appropriate. (The IRO may sometimes be the person with the longest continuous involvement with the child.)

The Reviewing Team should be contacted to request a chair for a disruption meeting.

Action: Child's Social Worker

Timescale: Within one week of disruption

The Reviewing Team will appoint a chair, who will then agree a date for the disruption meeting with the child's social worker.

Action: Reviewing Team/ Chair

Timescale: Meeting to take place within 8 weeks of disruption

A list of attendees to disruption meeting to be agreed. (**Appendix B.**)

Action: Child's social worker and line manager, and the Chair

Timescale: Within 10 days of disruption

Arrangements to be made for those people to be invited and suitable venue sought and arrangements for a minute taker agreed.

Action: Child's Social Worker

Timescale: Within 14 days of disruption

The Chair to be given the child's background history, the chronology, the child's Form E, any relevant court reports/ psychological reports, and the linking/ matching report. A format for social worker's report to the disruption meeting is available (**Appendix C.**)

Action: Child's Social Worker

Timescale: At least five working days prior to disruption meeting

The complete file records must be available at the disruption meeting (which may require downloading from ICS onto a tablet PC.) The child's views and comments must also be presented at the meeting.

Minutes and Reporting on disruptions:

Following the meeting, the typed minutes should be sent to the Chair, who will use these to prepare the disruption report, which will include relevant and appropriate recommendations.

The highly sensitive and confidential nature of these meetings means that careful consideration should be given to who needs to receive the report.

Following the disruption meeting, the recipients of the report will be decided (which may not include *all* participants), and the Chair will circulate the report to the agreed parties.

The chair will send the draft report to the social worker and line manager to check for accuracy.

Action: Chair of disruption meeting

Timescale: Within 28 days of disruption meeting

The social worker/ line manager will return the draft report to the Chair, to be circulated to the relevant individuals (see above).

Action: Chair of disruption meeting

Timescale: Within 35 days of disruption meeting

The report will also be circulated to the Assistant Director, Education and Children's Services/ the Children's Services Group Manager(s) and the Adoption and Legal Permanence Team Manager for consideration and decisions with regard to the proposed recommendations.

Action: Chair of disruption meeting

Timescale: Within 35 days of disruption meeting

Reporting to Fostering Panel:

Where a long term foster placement disruption has occurred, a copy of the disruption meeting report will be presented to Panel, together with an update of events since. The social worker and line manager will attend Panel, and consideration given as to whether other professionals should attend (eg foster carers' supervising social worker/ family finder)

A date to report to Fostering Panel to be agreed.

Action: Child's Social Worker/ Line Manager

Timescale: Within 8 weeks of disruption

(A summary of any disruptions and findings will also be included in the Annual Fostering Panel Report.)

Special Guardianship Placement Disruptions

Wherever possible a pre-disruption meeting should be held, and the procedures for foster placement disruptions should be followed, with the variations below:

- The kinship care assessment should be provided to the Chair prior to the disruption meeting, together with any other relevant reports.
- The disruption report should be presented to the Fostering Panel.
- The manager of the Fostering Team, as well as the Adoption and Legal Permanence Team Manager, should receive a copy of the report.
- *A summary of any disruptions and findings will be included in the Fostering Panel annual report.*

Adoption Placement Disruptions

There is a clear policy and procedure for managing adoption placement disruptions, contained within the Adoption Procedures manual, section 15 (**Appendix E.**) This extract contains further details, and should be read carefully in relation to all adoption placement disruptions.

Procedure

When there is a possibility of a placement disruption where a child is placed for adoption this should be reported to the Adoption and Legal Permanence Team Manager and the child's Independent Reviewing Officer.

The Pre-disruption meeting procedure (above) should be followed.

If an adoption placement subsequently disrupts, a disruption meeting should **always** take place. The meeting should ideally be held 6-8 weeks after the placement has disrupted.

Berkshire Adoption Advisory Service should be informed of the disruption and a request made for the BAAS manager to chair the disruption meeting.

Action: Social worker/ line manager or Adoption and Legal Permanence Team Manager

Timescale: Within one week of disruption

A list of attendees to the disruption meeting to be agreed. (Appendix B)

Action: Child's social worker/ line manager and Adoption and Legal Permanence Team Manager

Timescale: Within 10 days of disruption

Arrangements to be made for those people to be invited and suitable venue sought and arrangements for a minute taker agreed. **NB:** *The meeting will usually take at least half a day, often a whole day.* The travelling costs for those attending should be met by the child's agency, where relevant. If there are any other costs involved then the agency should also consider these sympathetically e.g. child care.

A list of those to be invited and their addresses should be sent to the Chair along with details of the venue (including a map) so that the chair can send out the letters of invitation.

Action: Child's Social Worker

Timescale: Within 14 days of disruption

The Chair to be given the child's background history, the chronology, the child's Permanence Report, any relevant court reports/ psychological reports and the Placement/ matching reports. A format for a social worker's report to the disruption meeting is available (Appendix C).

Action: Child's Social Worker

Timescale: At least five working days prior to disruption meeting

Minutes and Reporting on adoption disruptions:

Following the meeting, the typed minutes should be sent as soon as possible to the Chair, who will use these to prepare the disruption report, which will include relevant and appropriate recommendations.

The adoption disruption report becomes the property of the child's Local Authority and it is up to the authority to distribute it to those they consider appropriate.

The highly sensitive and confidential nature of these meetings means that careful consideration should be given to who needs to receive the report.

At or following the disruption meeting, the recipients of the report will be decided (which may not include *all* participants).

A copy of the disruption report and its distribution should be placed on the child's adoption file.

Action: Social worker/ line manager

Timescale: Within 10 days of receiving the disruption report

The report will also be circulated to the Assistant Director, Education and Children's Services/ the Children's Services Group Manager(s) and the Adoption and Legal Permanence Team Manager for consideration and decision with regard to the proposed recommendations.

Action: Social worker/ line manager

Timescale: Within 10 days of receiving the disruption report

Reporting to the Adoption Panel:

Upon receipt of the report the Berkshire Adoption Advisory Service should be contacted to book a date to return to Adoption Panel to inform them of the disruption. The disruption report will be presented, together with an update of events since. The social worker and line manager will attend the Panel meeting.

A date to report to Adoption Panel to be agreed/ set.

Action: Child's Social Worker

Timescale: Within 10 days of receiving the disruption report

(A summary of any disruptions and findings will also be included in the BAAS Annual Adoption Panel Report.)

Appendix A

Format for pre-disruption/ disruption meeting agenda/ report

REPORT ON A DISRUPTION TO A PLACEMENT FOR ADOPTION /LONG TERM FOSTERING

Note: Disruption is a very painful and potentially destructive experience for children, carers and social workers. We all want to do all we can to learn from disruptions, to minimise them in future and manage them better when they do occur. This format is intended to enable a constructive discussion to take place from which all can learn.

Child's (children's) name(s):

Prospective adoptive family's name: (Foster Care's Name)

When/ where was the match agreed?

What date was the child placed?

Brief Background History

Child's Placement History

Placement and Matching Considerations

Description of the introduction process

Support plan

Description of subsequent progress in placement

Circumstances of the disruption.

Child's (children's) current situation.

Child's view of current situation

Prospective adoptive family's / foster carers' current situation

Family's view of current situation

Views of any other key professionals- eg education/ therapist

EVALUATIVE COMMENTS

Comments for discussion to assist us all in learning from this disruption.

THE CHILD/CHILDREN

In retrospect, what, if anything can we learn about:-

Whether the child's needs were sufficiently known, misunderstood or underestimated?

How the child was prepared?

How the child was supported?

The child's wishes and feelings?

The child's perception of the main factors involved in this disruption? (If appropriate)

What may have been the main child-related factors in the ending of this placement?

Other comments about the child.

THE PROSPECTIVE ADOPTIVE FAMILY / FOSTER CARERS

In retrospect, what, if anything can we learn about:-

The assesment and preparation of this couple?

Their self presentation.

The support they sought and received?

What may have been the main carer related factors in the ending of this placement?

The family's perception of the main factors involved in this disruption?

Other comments about the prospective adoptive/ foster family:

OTHER GENERAL COMMENTS / RECOMMENDATIONS / ACTIONS

Chair

.....

Date

.....

Appendix B

Attendee list for placement disruption meetings

Everyone who played a significant role in, or made a significant contribution to, the earlier decision making regarding the child's placement for adoption/ LT fostering should be invited, as should those who were later involved in planning, effecting and supporting the placement.

Core group required to attend:

Chair
Social worker
Line manager
Adopters/ LT Carer(s)
Adopter/ LTF carer's supervising social worker
Child's IRO
Significant previous social worker(s)
Family finder
Adoption Support worker (for adoption placements)

Consideration to be given to attendance from the following, as appropriate :

Pathways education support worker/ teacher/ education professional
Therapist
Previous foster carer(s)
Advocate (other than social worker) for child
Child (part only)
Health professional
Any other professionals with previous involvement with the child and able to usefully contribute

Appendix C

Disruption Meeting

Format for Social Worker's report

1. Background history
2. Circumstances leading to the child becoming looked after
3. Placements of child within the care system
4. Care Plan
5. Reasons why the family was selected for the child and why the family wanted to care for the child
6. Introduction process and decisions made
7. Disruption and subsequent events

Appendix D

Practice Issues –Avoiding LTF placement disruptions

Support package for all long-term placements should be clearly determined at the 'matching' stage.

LTF support plan to be drawn up for all LTF placements, and presented to Fostering Panel with the match. (***Appendix F***).

The support plan to be monitored/ reviewed/ updated at statutory reviews.

The LTF support plan to be addressed in any pre-disruption/ disruption meeting.

It is important that a clear commitment is given in writing by LTF carers and their agency to attend any meetings regarding the placement disruption.

Disruption meetings need to be recognised as important and valued by the department for the lessons that can be learnt from them.

Further information about placement disruption is contained in the Journal of Permanency Practice.

Julia Brown
Adoption and Legal Permanence Team Manager
January 2009

Appendix E

ADOPTION PROCEDURES & GUIDANCE

SECTION 15

DISRUPTION

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ADOPTION PROCEDURES & GUIDANCE

SECTION 15

DISRUPTION

a) The responsibility for supporting a placement

- i. When a child is placed with prospective adopter(s) the placing authority remains responsible for supporting the placement until 3 years after the granting of an adoption order
- ii. If a disruption occurs after this period then dealing with the disruption becomes the responsibility of the Local Authority in which the adoptive family resides
- iii. A disruption to a placement can occur before or after the making of an adoption order and the procedure that should be followed will depend on the stage of placement and on who holds Parental Responsibility (PR) for the child

b) Disruption prior to the making of an adoption order

- i. The placing agency may become aware of difficulties within/threats to the placement through routine visits to the family; from information received at a review or from information given by a third party
- ii. If the information is from a third party it is likely to be necessary to seek further verification/information and if child protection issues are involved the child's social worker must consult her/his manager to ascertain the correct course of action and follow CP procedures
- iii. If the information available continues to suggest that there are significant difficulties within/threats to the placement, a review meeting should be arranged as soon as possible
- iv. The review meeting will need to make decisions about how the placement can best be supported, using the adoption support plan as the basis for discussion. The plan should be amended in line with the discussions
- v. If it becomes apparent that it is not in the best interests of the child to remain in the placement or that the prospective adopter(s) are requesting his/her removal an appropriate plan should be drawn up. This should include identifying the support to be provided to the child, to the prospective adopter(s) and to any other children living in the household
- vi. If the adoption application is lodged the child will be a protected child and the permission of the court will need to be obtained before the child can be removed (even when the prospective adopter(s) are in agreement)

unless the prospective adopter(s) withdraw their application or the child's safety is compromised

- vii. If the child is removed from the care of the prospective adopter(s) and returned to the 'Looked After' system the birth parent(s) and anyone else who holds PR for the child must be informed. If the child is the subject of a Freeing Order or Placement Order the court must be informed
- viii. Following the disruption of the placement support must be identified and put in place for all parties; this must include reviewing both what has happened and the wishes and feeling of the prospective adopter(s) and the child regarding the future
- ix. Immediately following the disruption the child must have a named allocated social worker. While it will not be possible to embark on long-term planning at this initial stage, consideration must be given to undertaking direct work with the child to help him/her to understand his/her current situation
- x. The agency must review the child's case no earlier than 28 days and no later than 42 days after the date on which the child is returned (Adoption Agencies Regulations 36.10). This review must consider:
 - Whether the agency remains satisfied that the child should be placed for adoption
 - Whether any changes need to be made to meet the child's needs or assist their development
 - The existing arrangements for contact and whether they should continue or be altered
 - In consultation with the appropriate agencies, the arrangements for the child's health and educational needs
 - The agency should also consider its own decisions and actions in the case
 - Consideration must also be given to holding a formal disruption meeting and unless there is a good reason a disruption meeting should be held in every case
 - 'Looked After' reviews should be held in line with authority's Looked After Children's Procedures
- xi. When holding a disruption meeting the following should be borne in mind:
 - The purpose of a disruption meeting is not to apportion blame but to obtain clarity about what contributed to the break-down of the

placement in order to help inform the future planning and support for the child. It also provides the agency with the opportunity to consider practice issues and learning outcomes

- The responsibility for arranging the disruption meeting rests with the placing authority
- The meeting should ideally be held about 6 weeks after the placement has disrupted in order to provide some time for people to begin to think more objectively
- An independent manager, experienced in adoption and the running of such meetings, should chair the disruption meeting. The Berkshire Adoption Advisory Service will Chair such meetings on request - *Appendix A – Guidance for arranging Disruption Meetings*
- Following the meeting the independent chair should write a report that addresses the pertinent issues – *Appendix B – The Disruption Report, suggested headings*
- This report should be sent to the Head of Service and presented to the adoption panel for information

c) Disruption after the making of an adoption order

- xii. Once an adoption order has been granted Parental Responsibility for the child rests solely with the adoptive parent(s)
- xiii. If the authority becomes aware that disruption of the placement is likely the authority should make a referral to the appropriate Children & Families team within the Local Authority in which the family resides. Allocation will be in accordance with local policy for children in need
- xiv. The responsibility of the placing authority will depend upon the length of time that the child has been in placement and legally adopted. If the support of the placement is still the responsibility of the placing authority it should:
 - review the adoption support plan either with the adopter(s) and/or with their Local Authority, depending on the circumstances

Whatever the timescales involved the placing authority should:

- co-operate with the procedures of the Local Authority in which the adopter(s) reside
- contribute to any disruption meeting held

- subject to the necessary consents, provide any written information likely to assist with the future planning for the child
- xv. If responsibility for support to the placement belongs to the Local Authority in which the family resides their responsibilities will be:
- to allocate a social worker for the child
 - to initiate local procedures according to the assessed needs of the child and family
 - if assessed as necessary accommodate the child, having given due regard to placement within the extended adoptive family
 - to consider holding a disruption meeting
 - to obtain background information from the placing agency to help contribute to the planning for the child

Note - wherever possible the option of continuing or resuming contact between the child and his/her adoptive family should be explored and pursued unless this is likely to be detrimental to the child.

Note - it must also be remembered that where a child has been legally adopted, whatever the difficulties within the placement, it is the adopter(s) who hold Parental Responsibility. Therefore any contact with members of the child's birth family can only happen with the agreement of the adopter(s) unless the Local Authority shares Parental Responsibility by virtue of a Care Order or if there is a Contact Order

- xvi. If a disruption meeting is held, consideration should be given to informing the placing agency's adoption panel of the outcome.

ADOPTION PROCEDURES AND GUIDANCE

SECTION 15 – APPENDIX A

GUIDANCE FOR ARRANGING DISRUPTION MEETINGS

- 1) When an adoptive placement disrupts it can be distressing for all concerned, however, there are often lessons that can be learnt, both to help in the future planning both for the child and generally in relation to placing children.
- 2) The adoptive parent(s) should be told at the time of the disruption, that a disruption meeting will be held some weeks hence to which they will be invited. They should be encouraged to attend in order to contribute to the future planning for the child. It must be made clear to them that the purpose of the meeting is not to apportion blame, but rather to gain as full an understanding as possible about the various factors that contributed to the difficulties within the placement and what lead to the disruption.
- 3) When planning a disruption meeting timing is important. It should be held long enough after the disruption for the adoptive parent(s) to feel able to attend, but soon enough for any recommendations to be acted upon in a timely manner.
- 4) Disruption meetings should be chaired by a social work manager who has knowledge of the adoption field and experience of chairing similar meetings. A degree of independence from the particular case is essential. (The authority's Adoption Manager or the Berkshire Adoption Advisory Service are likely to be able to advise on/identify a suitable Chairperson). When a Chair has been identified the child's social worker should contact him/her and agree a suitable date/time and venue for the disruption meeting. It will be necessary for the appointed Chair to have access to the child's adoption file and all pertinent documents.
- 5) The child's social worker is responsible for making the arrangements for the disruption meeting including booking the venue and arranging the provision of refreshments including lunch, if applicable. The Local Authority that has responsibility for the child must meet the associated costs.

Note – a disruption meeting will usually take at least half a day and often a whole day.
- 6) The child's social worker will need to identify who should be invited to attend the disruption meeting. Everyone who played a significant role in, or made a significant contribution to, the earlier decision making in respect of the child's placement for adoption should be invited as should those who were later involved in planning, effecting and supporting the adoptive placement.
- 7) Those invited will usually include: the adoptive parent(s), the link worker to the adopter(s), the previous foster carer(s), the current foster carer(s), the link-worker(s) to the foster carers, the previous family finder and any previous social workers.

Additionally any other significant professionals who may have had previous involvement with the child and are able to usefully contribute e.g. therapists, teachers, reviewing officers etc. The travelling costs etc for those attending should be met by the child's agency. If there are any other costs involved then the agency should also consider these sympathetically e.g. child care.

- 8) A list of those to be invited and their addresses should be sent to the Chair of the disruption meeting along with details of the venue (including a map) so that the Chair can send out the letters of invitation.
- 9) The child's social worker will also need to identify someone to minute the meeting. Full and comprehensive minutes will be needed. The typed minutes should be sent to the Chair as soon as possible after the disruption meeting so that the Chair can then write his/her report.
- 10) Following the disruption meeting the Chair should compile a comprehensive report.
- 11) Upon receipt of the report the child's social worker should book an adoption panel date. The disruption report is all that needs to be presented to the panel at this stage but the worker should attend in order to update the panel regarding the implementation of any recommendations made within the report and about the child's current placement and the possible plans for his/her future.
- 12) The disruption report becomes the property of the Local Authority and it is up to the authority to distribute it to those they consider appropriate, this is not the responsibility of the Chair. A copy of the disruption report should be placed on the child's adoption file.

- 13) When an adoptive placement disrupts it can be distressing for all concerned, however, there are often lessons that can be learnt, both to help in the future planning both for the child and generally in relation to placing children.
- 14) The adoptive parent(s) should be told at the time of the disruption, that a disruption meeting will be held some weeks hence to which they will be invited. They should be encouraged to attend in order to contribute to the future planning for the child. It must be made clear to them that the purpose of the meeting is not to apportion blame, but rather to gain as full an understanding as possible about the various factors that contributed to the difficulties within the placement and what led to the disruption.
- 15) When planning a disruption meeting timing is important. It should be held long enough after the disruption for the adoptive parent(s) to feel able to attend, but soon enough for any recommendations to be acted upon in a timely manner.
- 16) Disruption meetings should be chaired by a social work manager who has knowledge of the adoption field and experience of chairing similar meetings. A degree of independence from the particular case is essential. (The authority's Adoption Manager or the Berkshire Adoption Advisory Service are likely to be able to advise on/identify a suitable Chairperson). When a Chair has been identified the child's social worker should contact him/her and agree a suitable date/time and venue for the disruption meeting. It will be necessary for the appointed Chair to have access to the child's adoption file and all pertinent documents.
- 17) The child's social worker is responsible for making the arrangements for the disruption meeting including booking the venue and arranging the provision of refreshments including lunch, if applicable. The Local Authority that has responsibility for the child must meet the associated costs.
- Note – a disruption meeting will usually take at least half a day and often a whole day.
- 18) The child's social worker will need to identify who should be invited to attend the disruption meeting. Everyone who played a significant role in, or made a significant contribution to, the earlier decision making in respect of the child's placement for adoption should be invited as should those who were later involved in planning, effecting and supporting the adoptive placement.
- 19) Those invited will usually include: the adoptive parent(s), the link worker to the adopter(s), the previous foster carer(s), the current foster carer(s), the link-worker(s) to the foster carers, the previous family finder and any previous social workers. Additionally any other significant professionals who may have had previous involvement with the child and are able to usefully contribute e.g. therapists, teachers, reviewing officers etc. The travelling costs etc for those attending should

be met by the child's agency. If there are any other costs involved then the agency should also consider these sympathetically e.g. child care.

20) A list of those to be invited and their addresses should be sent to the Chair of the disruption meeting along with details of the venue (including a map) so that the Chair can send out the letters of invitation.

21) The child's social worker will also need to identify someone to minute the meeting. Full and comprehensive minutes will be needed. The typed minutes should be sent to the Chair as soon as possible after the disruption meeting so that the Chair can then write his/her report.

22) Following the disruption meeting the Chair should compile a comprehensive report.

23) Upon receipt of the report the child's social worker should book an adoption panel date. The disruption report is all that needs to be presented to the panel at this stage but the worker should attend in order to update the panel regarding the implementation of any recommendations made within the report and about the child's current placement and the possible plans for his/her future.

24) The disruption report becomes the property of the Local Authority and it is up to the authority to distribute it to those they consider appropriate, this is not the responsibility of the Chair. A copy of the disruption report should be placed on the child's adoption file.

ADOPTION PROCEDURES & GUIDANCE

SECTION 15 – APPENDIX B

THE DISRUPTION REPORT

Comprehensive minutes of the disruption meeting should be taken and should be sent to the Chair of the meeting as soon as possible, preferably within one week of the meeting.

It is the responsibility of the Chair to draw together these minutes, previous reports and assessments into a report. When completed, this report will be sent to the agency that commissioned the disruption meeting – usually the child's agency. It is up to the agency to send copies of the report to those whom it considers appropriate.

SUGGESTED HEADINGS FOR THE REPORT

1. Introduction

This report was compiled from departmental records, discussions prior to and at the disruption meeting held on <date of meeting>. The meeting was attended by <names and roles>. Apologies were received from <names & roles>

2. < name of child> early childhood, family history and circumstances that led to him/her becoming 'Looked After'

A summary of the history, family composition and chronology and some insight into what the child experienced.

3. Placement and life as a 'Looked After' child

Summary of their experiences, attachments, contact and placements etc

4. The recruitment, preparation and approval of <name of adopters> as prospective adoptive parent(s)

Summary of this period and any difficulties and in particular discussions about the type of child to be placed and matching considerations.

5. The family finding process, the match and introductions

6. <name of child> placement with <name of adopters> and post placement support

An explanation of the child's experiences within the adoptive placement, how attachments built, difficulties and what support was offered etc.

7. The disruption

When the child ceased to live with the adopter(s), how this was managed and what explanations were given and who took the child and to where.

8. Current situation

Where the child is placed and with whom, how they adapted to the move. Current schooling if applicable and feelings and understanding about the situation. Contact arrangements with adopter(s) and birth family.

9. Issues & Recommendations

It is in this section that the Chair will highlight issues that have been identified either within the meeting or by the Chair as a result of reading reports. These issues will be listed and either alongside or at the end a list of recommendations given. Each should be explained and evidenced.

10. Conclusion

Appendix F

LONG TERM FOSTER PLACEMENT SUPPORT PLAN

This must be included in the papers to be presented to panel at the time when the match is being considered.

The plan must make clear who is responsible for each part of the plan, the criteria for success and the timescales involved. It must also detail the review process.

Each plan will need to be 'personalised' according to the individual child and individual foster family. The foster family and anyone identified in the plan must receive a copy of the plan or their part of it, taking account of confidentiality.

Child's name	
Date of birth	
Placing local authority	
Name of foster family	
Approving local authority/ Independent Fostering Agency	
Local authority in which the foster family reside, date consulted and their views on the support plan	
Address, telephone number & E-mail of foster family	
Date of placement	
Professionals involved, roles and contact details	

Long Term Foster Placement Support Plan – suggested headings

- ◆ **Visits and reviews (frequency, who will be visiting, how often reviews will be held).**
- ◆ **Financial & practical support (fostering allowances, one-off lump sums for such things as essential equipment, purchase of a larger car, property adaptations/move cost of home help, expenses relating to introductions, settling in grants etc – detail purpose of support, how long each will continue and how reviewed)**
- ◆ **Social Security benefits (have the carers been given details of child benefit, DLA etc, list them)**
- ◆ **Legal (What is the legal situation and are carers aware of this).**
- ◆ **Contact post placement (direct and indirect contact arrangements; who with when, how often, who arranges this and how, have all parties been given information, is there a written agreement).**
- ◆ **Health (identify the medical adviser as a point of contact, if any health issues and how these will be followed up, transfer of medical records, have they seen the medical adviser/specialist/consultants etc)**
- ◆ **Education (has the child a PEP, a statement, have they been given to the carers, any issues that need to be followed up)**
- ◆ **Support groups for carers (detail these and any ‘buddy’ system in place)**
- ◆ **Emotional, behavioural and social development (identify child’s needs both at home, in school and with peers and how these need to be supported, is therapeutic help required if so by whom, when, for how long and who pays)**
- ◆ **Cultural, ethnic, religious and personal identity issues**
- ◆ **Information for carers (what paperwork have they been given and what other reports/files have they read e.g. child’s permanence report, medical reports, life story book, have they met with significant members of the birth family, life appreciation day, complaints leaflet)**
- ◆ **Views of carers about the proposed placement and the assessment of support services**
- ◆ **Any other relevant issues**