

## **Torbay Council**

### **Children's Services**

#### **Statement of Purpose for the Adoption Service**

This Statement of Purpose has been prepared in accordance with the requirements of the Local Authority Adoption Service (England) Regulations 2003, and fulfils the Agencies duties and responsibilities as set out in Standard 1 of the accompanying Adoption National Minimum Standards, published under the provisions of Sections 23(1) and 49(1) of the Care Standards Act 2000. It will be reviewed annually.

#### **Aim:**

**Our overall aim is to help children and young people to attain the highest possible standards of health, development and educational attainment. We do this by providing a range of services, which includes adoption.**

#### **Aims of the Adoption Service**

- To ensure that the needs, wishes, welfare and safety of the child are at the centre of the adoption process.
- To ensure that where it is not possible for looked after children to be reunited with their birth families they are provided with a permanent, stable, alternative family. One way of achieving this is through adoption.
- To ensure that people who are interested in becoming adoptive parents are welcomed without prejudice, responded to promptly and given clear information about recruitment, assessment, approval and support services.
- To ensure that birth families are treated fairly, openly and with respect throughout the adoption process and have access to adoption support services.

#### **Objectives of the Adoption Service**

- To ensure that adoption is considered as an option for every child who is unable to live with their birth family.
- To increase the number of children adopted from the care system, in line with government targets.
- To recruit a sufficient pool of prospective adopters to meet the assessed needs of the children needing adoptive families.
- To develop a range of adoption support services, including practical, financial and therapeutic services, in partnership with other relevant agencies.
- To ensure that the adoption agency employs staff with appropriate and sufficient skills, knowledge and experience to deliver the adoption service.

- To ensure that applicants for inter-country adoption are provided with an appropriate service from skilled and experienced workers.

## **Principles**

- The child's welfare is paramount in all decisions about her/his future.
- The child's wishes and feelings should be taken into account according to their age and understanding.
- Every child is entitled to a permanent family throughout their childhood, which should meet all the needs of the child in terms of religion, ethnicity, language, physical, social and emotional development and that promotes a supportive lifelong relationship.
- All adoptive applicants will be treated fairly, openly and with respect throughout the adoption process.
- Children and young people should not be in public care throughout their childhood.
- A child's birth heritage, religious, cultural and linguistic backgrounds are all-important factors to consider in finding a new family. The adoptive family should reflect this, if this can be found without unnecessary delay. No child should be denied loving adoptive parents solely on the grounds that the child and parents do not share the same racial or cultural background.
- The local authority will work in partnership with birth families to ensure that effective plans are made and implemented for their child.
- Every effort will be made to find adoptive homes where brothers and sisters can live together, unless this will not meet their individually assessed needs.
- Drift is not acceptable. Delay may be unavoidable but should be accounted for.
- Every child is entitled to information about her/his birth family in order to promote her/his sense of identity.
- There will be arrangements for ongoing contact, direct or indirect, between the child and birth family or significant persons, where this is in the best interests of the child.
- The local authority will work in partnership with other agencies to ensure that the needs of all parties in the adoption process are met.
- All the parties to the adoption process will have access to the Department's Complaints procedure.

## Organisational Structure in Torbay

- The manager with overall responsibility for the adoption service, the Agency Decision Maker and the Adoption Support Services Adviser is the Executive head for Safeguarding and Well Being.
- The adoption service is delivered through :
  - Childcare teams whose responsibilities include making and implementing plans for children looked after and the provision of reports in non-agency adoptions. These teams are managed by Service Managers, through Team Managers.
  - The Adoption Team, whose responsibilities include the recruitment, preparation and assessment of prospective adopters, adoption support functions and the central adoption agency functions. This team is managed by the Adoption Team Manager and Adoption Support Services Team Manager, who are managed by the Service Manager, Accommodation Services. Adoption support functions include acting as the first point of contact for accessing adoption support, advice and information, assistance to access services, the management of contact arrangements and post adoption counselling of adopted adults and their relatives. The team also has a role in providing advice and guidance to Childcare Social Workers making adoption plans for children and for family finding and matching once there is authority to place, either by consent or on the making of a Placement Order. The Adoption Service Manager manages the archived adoption records, access to, and disclosure from closed adoption files.
  - The Independent Review Team has a responsibility, alongside Childcare and adoption Team Managers, for monitoring the implementation of adoption plans for children and ensuring that timescales are adhered to.

## Staffing

- The designated manager of the Adoption Service for the purposes of Regulations 5 to 8 of the Local Authority Adoption Service (England) Regulations 2003 is the Service Manager, Accommodation Services - Georgina Dunk, 1<sup>st</sup> Floor, Commerce House, Abbey Road, Torquay TQ2 5PJ
  - Georgina Dunk has worked for Torbay Council since Local Government Reorganisation and was appointed to the post of Service Manager for Accommodation Services in May 2004. Her experience prior to that includes work in childcare teams and in a fostering and adoption team. She has a recognised social work qualification (Dip SW H.E. with distinction) and a diploma in Management. In her current role of Service Manager, she manages the Team Managers for Fostering and Adoption. She is line managed by the Executive Head, Specialist Services. Georgina has worked within Torbay and South Devon since 1985.
- The Adoption Team Manager, also based at Commerce House, has worked as a qualified social worker within Torbay since 1981, working in childcare teams and has worked specifically in the field of adoption since 1994. She holds a Certificate of Qualification in Social Work and an NVQ level 5 in Operational Management. She is registered with the General Social Care council. The Adoption Team Manager manages the recruitment and assessment team which comprises:

- Four Adoption Social Workers, with primary responsibility for the recruitment and assessment of prospective adopters and adult post adoption counselling. All post holders have social work qualifications, are registered with the General Social Care Council and have in excess of three years post qualifying experience. They all have experience of working in childcare teams placing children for adoption as well as assessing prospective adopters. Two current post holders are adoption counsellors. One of the social workers has post qualifying awards (PQ1). One of the social worker posts which has been vacant has recently been appointed to and this social worker (who also has a PQ1 and the Child care Award) will join the team in October 2011.
- Two part time Adoption Coordinators, with responsibility for the administration of the Adoption Panel, business support needs of the team, including the management of administrative staff, taking referrals from prospective adopters and a lead role in the marketing/recruitment of prospective adopters. One coordinator has qualifications including NVQ level 3 business administration, NVQ level 3 IT, RSA level 3 typing, word processing and Pitmans shorthand. The other Co coordinator has ILM Level 3, a GNVQ in business and a GCSE in business that includes a typing qualification. She is about to complete a management training course. They have both undertaken various in house training, such as attendance at the adopters' preparation course, child protection training and other administrative related training.
- The Adoption Support Team Manager post is currently filled by an adoption social worker who is acting up since the post holder left in May 2011. She is also based at Commerce House, has a social work qualification, is registered with the General Social Care Council, and has more than three years post qualifying experience. She has experience of working in a childcare team placing children for adoption and of assessing prospective adopters. She is an adoption counsellor and also has previous management experience in a residential setting. She has responsibility for adoption support assessments and developing post adoption services, in line with the Adoption Support Regulations 2003. She also has responsibility for managing all "letterbox" and direct contact arrangements. She also manages the social workers who work specifically on family finding and matching.

This team comprises:

- Two half time Adoption Support Social Workers (these posts were appointed to in August 2010). Both workers are qualified Social Worker's and registered with G.S.C.C. They have responsibility for assessment and direct work with children, young people and families, together with implementing and facilitating specific support groups and therapeutic workshops for adoptive families.

One worker has 4 years experience as a Social Worker and has a BA degree in social work and is currently completing a qualification in Play Therapy. The other worker has 15 years experience as a qualified Social Worker together with an MSC in Applied Social Studies and a Post Graduate Diploma in Psychoanalytic Observational Studies.

- Two full time and one half time Adoption Social Workers. These posts were created in the Adoption Team from posts within the Childcare team, in order to focus on progressing the plans for adoption for children. The Adoption social workers will work alongside the childcare social workers as soon as adoption is identified as the plan for a child. Once authority to place the child for adoption has been obtained, the adoption social worker will take on full case responsibility. They will prepare the child for adoption and undertake all the functions of family finding, matching, placing and supervision, right up until the making of an Adoption Order.

One of the full time posts is currently vacant as the post holder is acting as the Team manager. The other post holder is a qualified experienced social worker, registered with the General Social care Council and is an adoption counsellor. The half time post holder has recently been appointed and is due to join the team in October 2011. She is also a qualified and registered social worker with experience of placing children.

➤ Three full time Community Care Workers.

One has a City and Guilds qualification, a NCFE level 3 certificate in counselling skills and theory and 21 years varied experience. This includes working with children with learning disabilities, children with physical disabilities, work with teenagers, school mentor, secure unit and preventative work with children to avoid them being looked after. She has also worked as a CCW in a childcare team, working with children placed for adoption and with their adoptive and birth families. She is currently undertaking a NVQ level 4 in Health and Social Care.

One has BSc (hons) Social Science with Social Policies Diploma in applied Social Science, Advanced Diploma in Childcare and Education, NNEB, Triple P accreditation, experience in working in playgroup/nurseries/family centres with children under 5, children with disabilities and parents care.

One has a GNVQ qualification in Health and Social Care, NVQ Level 2 & 3 in Social Care and is currently undertaking NVQ Level 4 in Health and Social Care, and 15 years varied experience. This includes working with children with learning disabilities, physical disabilities, working with children and teenagers in youth work. She also worked as a CCW in a childcare team working with children looked after, families and undertaking in-depth Life Story work for those children. She is currently undertaking a Social work course. This post holder is currently on maternity leave and her post is being covered by the secondment of one of the administrators, whose knowledge and experience has been gained through working alongside the post holder and the team for a number of years, as well as attending relevant training courses.

➤ The team also has access to sessional youth workers

- Both teams share the following administrative support, managed by the Adoption Co-ordinators
- Two full time Administrators. One has qualifications including a degree in sociology, RSA stage 3 typing and word processing. The other has RSA stage 1 typing and RSA bookkeeping, stage 1. Both have experience of working in different office environments and dealing with members of the public. One of the post holders is currently seconded to a Community Care worker post and her post is filled by a temporary administrator.

## **Professional Advisers**

Specialist advisors to the adoption service include:

- Legal adviser - a Torbay Council Childcare Solicitor.
- Medical adviser - carries out medical assessments of children and reviews medical reports on prospective adopters, providing written advice to the Local Authority in every case. The

medical adviser is also a member of the Torbay Adoption Panel and that of another Local Authority and has many years experience of adoption.

## The Adoption Panel

Torbay Council's Adoption Panel is constituted in accordance with the Adoption and Children Act 2002

- The Agency's Adoption Panel has three main functions:
  - Recommending that a child should be placed for adoption.
  - Recommending the approval of prospective adoptive parents.
  - Recommending the 'match' of a child with prospective adopters.
- The membership of the Adoption Panel comprises:
  - An independent chair – a qualified Social Worker who works for a voluntary adoption agency, with a vast experience in all aspects of work, including policy and planning.
  - 2 Social Workers
    - One social worker is the Family group Conference Manager and has also been involved in moving children on to adoption in his role as a foster carer. This social worker is also vice chair.
    - One social worker works with the specialist assessment and therapy service and has had a lot of experience working with children being placed for adoption.
  - 2 Independent Members
    - An adopted person whom in adulthood made contact with birth family members.
    - A birth mother that relinquished a baby for adoption and has participated in on going letterbox contact. She has had a successful reunion with her child when he reached adulthood.
  - 2 Additional Members
    - - One who has personal experience of adoption within the family and has served on the adoption panel for a number of years in the previous role of Councillor.
    - One who is the lead for diversity and equality and has personal experiences of these issues. She also has a background in social care.
  - 1 Medical Adviser - a community paediatrician who undertakes adoption medicals and also is a member and vice chair of another Adoption Panel.
  - 1 Health Visitor - who has a long career in nursing with a variety of experiences and is now also involved in training.
  - There is currently a vacancy which needs to be filled by an adoptive parent, preferably male, in order to ensure a balance of knowledge, skills and gender.

Arrangements are being considered regarding the recruitment to a pool of panel members following new regulations in April 2011.

- In addition, the Panel has:
  - A Legal Adviser - a Solicitor from the Council's Legal Department attends panel and provides legal advice, such as when children's plans are first considered by Panel.
  - A Professional Adviser - the Adoption Service Manager, who attends panel and liaises between the Panel and the Agency Decision Maker.
  - A minute taker - the Adoption Co-ordinator, who records the issues discussed by the panel members and their recommendations, as required.
- Torbay is a member of the South West Adoption Consortium, which comprises of 14 local authorities and 3 voluntary adoption agencies. SWAC is used to increase the range of placement possibilities for children and adopters, and for the sharing of good practice. The Adoption Team Manager is the link person with the Consortium.

### **Services Provided**

- A range of information is available for the general public, prospective adopters and birth parents and children. Information sheets/leaflets include:
  - Information for birth parents.
  - Information for prospective adopters.
  - Adoption Letterbox Service – leaflets for different parties involved.
  - Torbay's Adoption Panel.
  - Children's guide to adoption
- The Adoption Team recruit, trains, assesses and provides support to prospective adoptive parents. Those wishing to adopt a child from overseas are referred to Parents and Children Together (PACT) who provides this service under a contract with Torbay Council.
- Childcare Social Workers and Adoption Social Workers undertake the task of planning for permanence and preparing children for adoption.
- Childcare Social Workers work alongside the Adoption Social Workers with the child's birth parents during the decision making process for adoption until the local authority obtains consent to placement. The Adoption Social Worker then takes on case responsibility and is responsible for the statutory functions as well as homefinding, matching, supporting adoptive placements and in contact arrangements until the Adoption Order is made.
- The Adoption letterbox service and direct contact is managed in the Adoption Support Services Team to enable adopted children to maintain contact with their birth families.

- A counselling service for adopted adults who wish to find out about their birth parents and details about their adoption is provided by the Adoption Team. This does not include acting as an intermediary service for those people who wish to trace birth relatives, as Torbay Council has not registered to provide this service.
- Support services to adoptive families are provided by the Adoption Team, including an assessment of need for post adoption support services.
- Support and counselling to birth parents is offered by the Adoption Support Services Team, independent of the child's social worker. This is both during the decision making process and post adoption.
- Financial support is provided to adoptive families in accordance with the Adoption Support Services (Local Authorities) (England) Regulations 2003. This includes single sums and where necessary, regular payments.
- Children and adopters are actively referred to the National Adoption Register and the South West Adoption Consortium, if it has not been possible to find a local or a regional placement. National advertising is used when necessary to identify a suitable placement.
- The Department works within the requirement of relevant policies that it produces e.g. Complaints Policy, Recording Policy, and Access to Records Policy, Supervision and File Auditing Policy.

### **Systems for Monitoring and Evaluating Service Provision**

- A six monthly report on adoption activity is written, including statistical information, and is presented to the Executive and the Adoption Panel.
- There is a 3 yearly review of the Adoption Service undertaken, with recommendations for improvements to the service.
- The Adoption Panel receives regular reports every two months on the progress of children with a plan for adoption whether placed or not. Reports are also made on approved prospective adopters.
- Adoption Team staff receive regular supervision and annual appraisals of their performance. Training needs are identified and are met either through in-house training or through the use of a trainer from the British Association of Adoption and Fostering (BAAF)
- There is an annual training day for the Adoption Panel, sometimes facilitated by BAAF, and sometimes with members from other adoption Panels which helps to ensure Panel members are kept up-to-date with current issues in adoption. Adoption Panel members also have an annual appraisal.
- The Spring and Autumn 'Position Statements' for the DFES provide information on the achievement of government adoption targets.
- The Adoption Panel reports back to the Agency Decision Maker on any cases involving poor practice, so that these can be taken up through the line management system.



- The South West Adoption Consortium produces six monthly reports of its work, which are circulated to all member agencies, including information on the number of children and adopters from each agency for whom a placement is achieved.
- Opportunities to publicise the adoption service are taken to raise public awareness of the children needing adoption and the sorts of support that adoptive families can expect to receive in order to help them with this challenging task.
- A Management Information System is in place, which ensures reporting of accurate information about adoption to Managers and the government.
- Multi-agency involvement in the provision of adoption support services are being developed and encouraged. For example to improve the access of adopted children and adoptive parents to the CAMHS service.

### **The Service to Prospective Adopters**

The procedures for recruiting, preparing, assessing, approving and supporting prospective adopters are set out in detail in our Adoption Agency Procedures.

- The Adoption Social Workers will look at ways of encouraging people to consider adoption.
- All enquirers are sent an information pack about adoption.
- Enquirers are invited to attend an open session about adoption to meet adopters and Adoption Team staff to learn more about adoption.
- An appointment is made with a Social Worker from the Adoption Team for a personal discussion.
- Prior to each Preparation Course a more in depth information session is held and a decision is made about who to invite. These are prioritised on the needs of children awaiting placement.
- An Adoption Social Worker is allocated to work through the process with applicants This involves a number of home visits, CRB and other checks, references and a medical.
- Applicants receive a copy of their assessment report and are invited to comment on it.
- Applicants are invited to attend Adoption Panel when their approval is being considered and where a match is being considered. Written information is given to them about what this involves and it is made clear that a decision not to attend will not prejudice their application. Advice is given about the number, age range and gender of the children for which they are considered suitable.
- Following approval, the Adoption Social Worker will keep in touch with them and ensure they have access to information about the children needing placements, locally, regionally and nationally. The Adoption Social Worker will actively seek to find an appropriate placement.
- There are reciprocal arrangements in place with neighbouring local authorities to take up applications from staff who wish to adopt, thus ensuring independence and confidentiality.

## The Complaints Procedure

Torbay Council Children's Services Directorate believe that service users, their carers, and families, have the right to express their views, make complaints, suggestions or representations about the services it purchases and provides, and that, by doing so, it can improve quality and effectiveness.

Changes to the complaints procedure came into effect in September 2006 and new areas are now considered under the complaints procedure. Areas of complaint relating to Adoption Services include:

- Assessments and related decisions for adoption support services (section 4, Adoption and Children Act 2002)
- Placing children for adoption, including parental responsibility and contact issues (sections 18, 19, 22, 25, 26, and 27, Adoption and Children Act 2002)
- Removal of children who are or may be placed by adoption agencies (sections 30-35, Adoption and Children Act 2002)
- Removal of children in non-agency cases section 36-40, Adoption and Children Act 2002)
- Duties on receipt of a notice of intention to adopt (section 44, Adoption and Children Act 2002)
- Duties set out in regulations to be made under the Adoption and Children Act 2002 in respect of:
  - A local authority considering adoption for a child (part 3 of Adoption Agency Regulations)
  - A proposed placement of a child with prospective adopters (part 5 of Adoption Agency Regulations)
  - Placement and Reviews (part 6 of Adoption Agency Regulations)
  - Records (part 7 of Adoption Agency Regulations)
  - Modification of the Children Act 1989, parental responsibility and contact (part 8 of Adoption Agency Regulations)
  - Financial support for adoptive parents
  - Support groups for adoptive parents
  - Assistance in relation to arrangements for contact between and adoptive child and another person
  - Services in relation to the therapeutic needs of an adoptive child
  - Assistance to ensure the continuance of the relationship between the child and his adoptive parent
  - Assistance where disruption of an adoption placement/arrangement has occurred or is in danger of occurring
  - Provision of adoption support services (as prescribed in regulation 3 of the Adoption Support Services Regulations 2005) insofar as these enable adoptive children to discuss matters relating to adoption;
  - Assessments and related decisions for adoption support services as prescribed in regulation 3 of the Adoption Support Services Regulations 2005 (parts 4 and 5 of the Adoption Support Services Regulations 2005);
  - Placing children for adoption, including parental responsibility and contact issues (sections 18 to 29 of the 2002 Act);
  - Removal of children who are or may be placed by adoption agencies (sections 30-35 of the 2002 Act);
  - Removal of children in non-agency cases (section 36-40 of the 2002 Act);
  - Duties on receipt of a notice of intention to adopt (section 44 of 2002 Act);

- Duties set out in regulations in respect of:
  - a local authority considering adoption for a child (part 3 of Adoption Agency Regulations)
  - a proposed placement of a child with prospective adopters (part 5 of Adoption Agency Regulations 2005)
  - placement and reviews (part 6 of Adoption Agency Regulations 2005)
  - records (part 7 of Adoption Agency Regulations 2005)
  - contact (part 8 of Adoption Agency Regulations 2005) and
- parental responsibility prior to adoption abroad (part 3 of Adoptions with a Foreign Element Regulations 2005).

Other changes include changes to timescales and the constitution of Review Panels.

The introduction of the Independent Review Mechanism (IRM) also provides prospective adopters with an opportunity to have their case heard by an independent body where Torbay Council is minded not to approve an application.

## **Summary of Complaints Procedure**

### Stage 1

- When a complaint is received, either verbally or in writing, the details will be recorded. The complainant must be a qualifying individual. If the complainant is not eligible to make a complaint through this procedure, they will be directed to Torbay Council's Corporate Complaints Procedure.
- A written acknowledgement will be sent to the Complainant within two working days, including an undertaking to respond within 10 working days, this period may be extended by a further 10 working days, and a copy of the complaints leaflet
- The manager for the appropriate service will look into the Complainants concerns.
- A response will be made within 10 working days of receipt of the complaint, , this period may be extended by a further 10 working days, including details of how to proceed to Stage 2 (Formal Complaint) if the Complainant is dissatisfied

### Stage 2

- If the Complainant is dissatisfied with the outcome of Stage 1, they should notify the Customer Services Support Officer in writing that they wish their complaint to be considered under the formal Children's Services Complaints and Representations Procedure, within 20 working days of the Stage 1 response.
- The complaint will be acknowledged within 5 working days of receipt.
- The complaint is then passed to the Head of Service to commission an independent investigation.
- The Head of Service (as Commissioning Officer) appoints an Investigating Officer to investigate the complaint and report back within 25 working days, this period can be extended by up to a further 40 working days.
- Where the complaint relates to the provision of services to a child or children under Part111 of the Children Act, the Head of Service will appoint an Independent Person to work with the Investigating Officer.
- The report from the Investigating Officer (and Independent Person, where appropriate) is received by the Head of Service who should make a response to the Complainant within 25 working days of receipt of the complaint, , this period can be extended by up to a further 40 working days.

- (If there is likely to be a delay, the Complainant will be notified).
- The Complainant will be advised that if they are dissatisfied with the result of the Stage 2 Complaint, they have the right to appeal, but to do so they must make a request for a Review Panel hearing, within 20 working days of the date of the response.

### Stage 3

- A date for the Review Panel Hearing will be set within 30 working days of receipt of the request, and persons required to attend will be notified.
- The Complainant will be notified at least 10 days prior to the Hearing, will be given names and status of Panel members, and informed of their right to provide a written submission at least 7 days prior to the date set for the Hearing, and an oral submission at the Hearing.
- Review Panel takes place
- Findings and recommendations are recorded within 5 working days and forwarded to the Director.
- The Director makes the final decision, taking into account the recommendations of the Panel.
- The Director notifies the Complainant in writing of the decision and the reasons for it, within 15 working days of receiving the Review Panel's findings, including the possibility of further investigation by the Local Government Ombudsman.
- If the Complainant is satisfied, no further action will be taken.
- If the Complainant is not satisfied, they will be provided with information on making a complaint to the Local Government Ombudsman.

### **Complaints from children who are looked after by Torbay Council Children's Services**

- Children and Young People, who are looked after by Torbay Council Children's Services, will be encouraged to use the Complaints and Representations Procedure to make any concerns known. However, it is recognised that they may not wish, nor feel able, to talk with people who are caring for them. In such instances, they may use a Contact Card (pre-addressed-Freepost) to register their concerns. Each child's social worker will ensure that they have a Contact Card.
  - On receipt of a Contact Card, the Director will commission a member of staff, unconnected with the child and the case, to visit within 5 working days to clarify the areas of concern.
  - A brief report will be sent to the Director within 18 days of the date of acknowledgement of the Contact Card.
  - On receipt of this report, the Director will decide on what further action, if any, is needed.
- This method of communication and investigation replaces Stage 1 of the Complaints and Representation Procedure.*

The time limits for making a response are the same as for Stage 1 of the complaints procedure.

If a Complainant has difficulty in making a complaint, they will be offered help in arranging for someone with the appropriate skills to assist them such as:

- A specialist worker
- Interpreter
- An Advocate

A copy of the Department's Complaints Procedure is available on request.

Any questions regarding complaints can be answered by the Customer Services Support Officer, telephone 01803 208410.

The Registration Authority

Ofsted is responsible for monitoring, regulating and inspecting adoption services.

The address for Ofsted is:

**North  
3rd Floor,  
Royal Exchange Buildings  
St Ann's Square  
Manchester  
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**Tel:** 08456 404040

**Website:** [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

Date Statement of Purpose Reviewed – **27/6/11**

Information to be included in the Statement of Purpose extracted from the Local Authority Adoption Service (England) regulations 2003.  
Schedule 1

1. The aims and objectives of the local authority in relation to the adoption service.
2. The name and address of the Manager.
3. The relevant qualifications and experience of the Manager.
4. The number, relevant qualifications and experience of the staff employed by the authority for the purposes of the adoption service.
5. The organisational structure of the adoption service.
6. The system in place to monitor and evaluate the provision of services to ensure that services provided by the adoption service are effective and that the quality of those services is of an appropriate standard.
7. The procedures for recruiting, preparing, assessing, approving and supporting prospective adopters.
8. A summary of the complaints procedure established in accordance with section 26(3) of the Children Act 1989(a) and the Complaints Procedure Directions 1990(b).
9. The address and telephone number of the Commission for Social Care Inspection.