

Appendix 2 - Split of responsibilities between the Regional Adoption Agency and a Local Authority

Function	Regional Adoption Agency	Local Authority
RECRUITMENT AND ASSESSMENT		
Marketing and Recruitment Strategy	✓	
Adopter Recruitment and Enquiries	✓	
Assessment of Prospective Adopters – all Stage One and Stage Two functions	✓	
Completion of Prospective Adopter Report	✓	
Agency Decision Maker for approval of adopters		✓
Post approval training	✓	
Matching	✓	
Post Placement training for Prospective Adopters	✓	
PERMANENCE PLANNING		
Early identification of a child possibly requiring adoption		✓
Tracking and monitoring the child possibly requiring adoption	✓	✓
Support and advice to childcare social worker on the adoption process	✓	✓
Sibling or other specialist assessments		✓
Direct work to prepare child prior to placement	✓	
Preparation of the Child Permanence Report		✓
Agency Decision Maker for “Should be placed for Adoption” decisions		✓
Case management for the child		✓
MATCHING AND PLACEMENT		
Family finding	✓	
Looked After Child reviews	✓	✓
Shortlist and visit potential families	✓	
Organising child information meeting	✓	
Ongoing direct work to prepare child prior to placement		✓

Adoption Panel administration and management	✓	
Agency adviser role	✓	
Agency Decision Maker for Matching prospective adopters and child		✓
Placement Planning meeting administration and management of introductions	✓	
Support to family post placement and planning and delivery of adoption support	✓	
Ongoing life story work and preparation of Life story book		✓
Statutory visits pre adoption order and Early Permanence		✓
Independent Review Officer monitoring of quality of child's care and care plan		✓
Support prospective adopters in preparation and submission of application for Adoption Order – including attending at court	✓	
Preparation of later life letter		✓
NON-AGENCY ADOPTIONS		
Partner adoption (Step Parent) assessments	✓	
Intercountry adoption assessments and post approval and post order support	✓	
ADOPTION SUPPORT SERVICES		
Assessment for adoption or special support	✓	
Developing and delivering adoption and support plans	✓	
Management and administration of all aspects of the Adoption Support Fund	✓	
Adoption support delivery including: <ul style="list-style-type: none"> • Support groups • Social events • Post adoption training • Independent Birth Relative services • Management and support of ongoing birth relative contact (letterbox and direct) • Specialist Life Story practitioners • Adoption counselling and training 	✓	