DISRUPTION PROCESS FLOW CHART

Placement disrupts

- Child/young person's SW to inform IRO Team within 5 working days
- Disruption meeting to be arranged within 3 months of date of disruption

Disruption meeting date set - child/young person's SW invites participants, in consultation with IRO

Preparations:

- Child/young person's SW books appropriate venue
- Child/young person's SW prepares child/young person & birth parents as appropriate; advocate arranged via Children's Rights Services as required
- Supervising SW prepares previous prospective adopters/carers
- Child/young person, previous prospective adopters/carers & birth parents (as appropriate) to be offered opportunity to meet/have contact with chair prior to meeting
- Child/young person's SW & supervising SW prepare report for meeting (see appendix 1 for guidelines) – to be with chair 5 working days prior to meeting
- Previous prospective adopters/carers prepare report for meeting (see appendix 2 for guidelines), with support of supervising SW – to be with chair 5 working days prior to meeting
- Child/young person & birth parents, where appropriate, prepare report or alternative submissions, with support of SW and/or advocate
- Chair to read child/young person's file & discussions to take place with relevant social workers.

Disruption meeting held

Post disruption meeting

- Team administrator completes draft report for chair within 5 working days
- Chair prepares draft summary, action plan for child/young person & previous prospective adopters/carers, practice feedback (for social workers & managers) & general recommendations, within 5 working days of receipt of minutes.

- Chair circulates draft to meeting participants requesting amendments re factual inaccuracies within 10 working days.
- Practice feedback circulated to social workers & relevant managers only
- Chair sends final version to child/young person's SW for the casefile

 Chair sends final version of summary, action plan, practice feedback & general recommendations to Permanence Panel administrator, who will advise of Panel date and whether attendance is required

> Permanence Panel considers summary, action plan, practice feedback & recommendations

Professional Advisor to Panel discusses panel feedback & any immediate action necessary with Agency Decision Maker within 5 working days of presentation to Permanence Panel

- Reviewing Officer Team will provide a yearly summary of all disruption meetings held
- Reviewing Team Manager & Professional Advisor to Panel will meet regularly to monitor all recommendations of disruption meetings & make any necessary recommendations to the Agency Decision Maker regarding changes to policy, procedures & practice.

Adoption Agency annual report to Children, Families & Schools Committee will include a summary of lessons learnt from disruption meetings, practice issues raised & any necessary changes to policy, procedures & practice

WHOLE DISRUPTION PROCESS TO BE COMPLETED WITHIN 5 MONTHS OF DATE OF DISRUPTION.