



Hertfordshire Assessment and Approvals of Adoptive Recruitment Process

[Link to Adoption Forms](#)

[Link to Adoption Recruitment Process - HCC Website](#)

To be read in conjunction with the full procedure for Assessment and Approval of Prospective Adopters

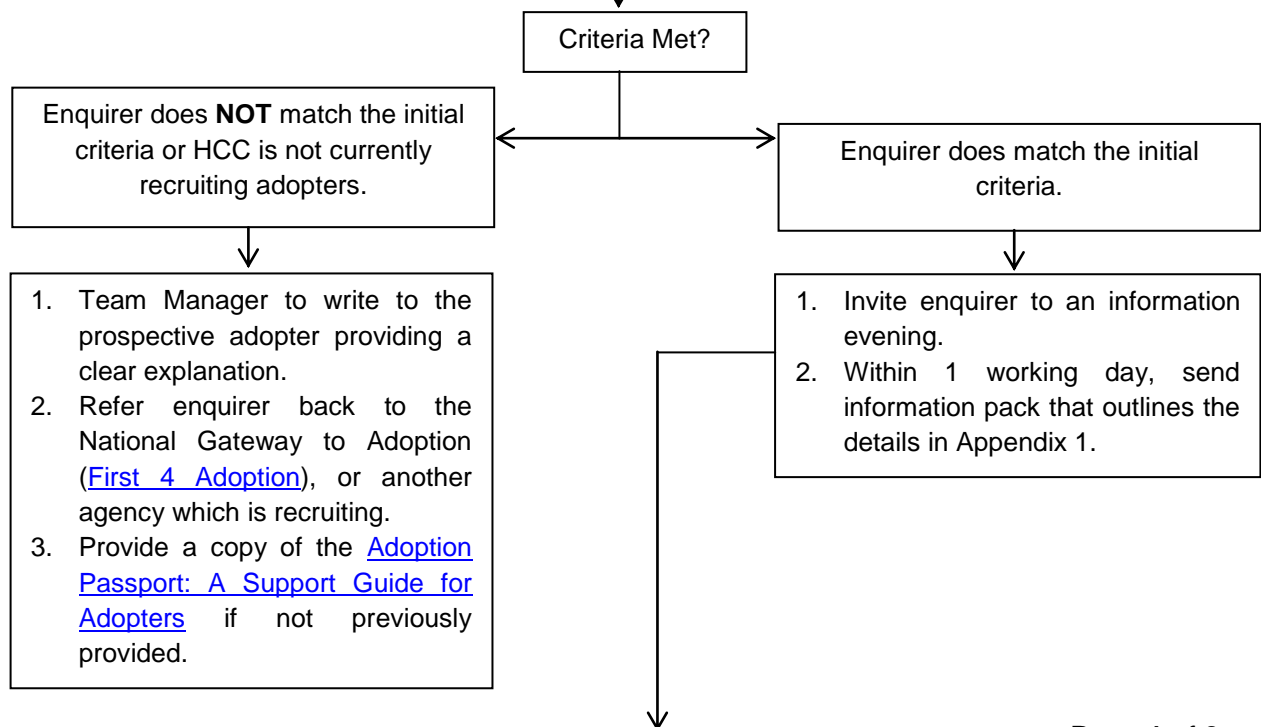
Section 1: Recruitment and Responding to Initial Enquiries

The combined Adoption and Fostering Recruitment Team manages the initial enquiries (Pre Stage 1) and Stage 1 of the adoption recruitment process.

Initial Enquiry

Member of the public makes an initial enquiry by telephone and will have their details matched against initial criteria and the Registration of Interest Form. If the enquirer is responding to publicity for a specific child, the person taking the enquiry will complete a Registration of Interest Form and this will be passed **immediately** to the worker with responsibility for family finding for the child concerned. See [Placement for Adoption Procedure](#).

The Adoption Team Manager will consider whether the criteria is met and (see [Criteria for Prospective Adopters Procedure](#)) and a decision will be made about whether to pursue or refuse the offer within the Registration of Interest within 5 working days or receipt.



Section 2: Registration of Interest in Adoption

Registration of Interest

- Upon receipt of the Registration of Interest Form, The Recruitment Officer / Support Officer will commence, checking the identity of the prospective applicants and the statutory checks.
- The enquirers are now referred to as the Prospective Adopters
- Stage 1 of the process starts and s/he or they will receive an initial social work visit.

Health Information

If at any stage, or any other stage of the process, there appears to be issues of concern in relation to the prospective adopter's health, the Medical Adviser should be consulted for advice before a decision is made. Where advised by the Medical Adviser, the prospective adopters should be requested at this stage to obtain a medical report from their GP.

Depending on the outcome of the health information received and the medical advice and the medical advice from the Medical Adviser, the Adoption Service Team Manager will decide whether to proceed with the application and the decision will be communicated to the enquirer in writing with reasons the application will not proceed...

Requests From Foster Carers Who Wish to Adopt

Foster carers who are requesting to adopt a child they are currently looking after, see [Adoption by Local Authority or Independent Foster Agency, Foster Carers of a Foster Child Already Placed with Them](#) procedure.

The procedure for any enquirer requesting a second placement will be more concise than for new applicants.

Initial Visit

On an initial visit, the social worker should also check that the accommodation is acceptable and discuss with the prospective applicants why they wish to adopt the type of child they wish to consider,. At this visits the following checks are undertaken:

- Health and Safety;
- Pet Assessment;
- Disclosure and Barring Service (DBS).

2.0 Adoption Recruitment Process Stage 1 Registration of Interest, to Stage 2 Formal Application

Appendix 1: Prospective Adopters Information Pack Contents

Information pack to be sent out within 1 working day that outlines the following:

1. The assessment process and timescales (including the checks, references and Adoption Preparation Training), matching, support;
2. Placement Orders;
3. Information about the children requiring adoptive placements (including their age ranges, background and characteristics) and priority needs of the service;
4. The Habitual Residence and Domicile requirements for adoptive parents;
5. The Independent Review Mechanism (see Section 10 of the main procedure Representations / Independent Review Procedure);
6. The Complaints Procedure;
7. Dates of forthcoming Adoption Preparation Training;
8. That there is a statutory duty to conduct background police checks into prospective adopters and any other adult member of the household;
9. They will be given the Registration of Interest Form to sign.