



Relinquished Children Flowchart

See Procedure For More Detailed Information About Each Process.

Referral (Section 2)

Mother, other family, or a professional contacts the Customer Services Centre to initiate referral.

Customer Services Centre passes referral to the relevant Assessment Team.

Counselling (Section 3)

Mother must be offered counselling as soon as possible following referral. To access counselling, refer mother to the Adoption Support Team or Link. If mother is under the age of 16, consider counselling alongside young mother's parents. Also consider if birth father will require counselling also.

Assessment (Section 3)

The Assessment Team will notify the Adoption Service and invite them to attend the initial meeting with the family.

Assessment Team completes the Child and Family Assessment to ascertain mother's and family's circumstances and to identify if there are any Child Protection and/or Care Proceedings required. If no Child Protection concerns present, case will be managed by the Adoption Service as soon as possible. If birth father is known, consider involvement in the assessment process.

Consent and Competency Considerations (Section 6 and Section 9)

If mother is under 16, has she been assessed as 'competent'?

Birth parents to sign consent to adoption. Consent can be signed but only valid after child is 6 weeks old. Formal Consent to be witnessed by CAFCASS, but only after any issues around competence and consent have been resolved. Consent may be withdrawn at any stage prior to the prospective adopters issuing an application in relation to the child.

Withdrawal of Consent: If child is less than 6 weeks old, request to return child must be responded to. If child was accommodated complete 'Ceasing to Look After a Child' procedures.

Local Authority Decision (Section 7)

Following counselling with parents, if adoption is still the plan, a decision should be made to proceed to the Adoption Panel for child to be considered for adoption as a relinquished child.

Child Who Is Already Born (Section 7.1.1 and Section 8 and 9)

Decision should be made as to the point at which the child should be accommodated whilst considering impact of developing attachment.

Mother and father should be asked to complete the Child Permanency Report and ensure any formal consent has been witnessed by a CAFCASS Officer once the child is at least 6 weeks old.

If child is still in hospital, social worker should visit as soon as possible to discuss plans and obtain information (e.g. photos, baby's name, etc.) and provide BAAF Mother and Baby Form. Ensure mother (and father) register birth, obtain fill birth certificate, NHS card to be given to the social worker and arrange for a full adoption medical.

For birth fathers with PR, ensure they are included, provide consent and are given the Information for Parents of a Child or Children Who Are to be Adopted and sign agreement for placement.

Consideration should also be made for grandparents and other family expressing interest in caring for the child and/or being accessible to the child in the future.

Once the decision maker has made decision that child should be placed for adoption and Agreement Form (CSF3972) has been signed the child may be placed for adoption. (See Section 7.2 in the procedure for further details).

Pre Birth Child Additional Considerations (Section 7.3, Section 8 and 9)

- For expectant mothers: Pre – birth requests for adoption should follow the same assessment and counselling process as a child already born.
- Foster to Adopt placement may be sought in preparation, if appropriate Social Worker should meet with mother as soon as possible to discuss arrangements (e.g. mother to care for child or request separation, etc.).

Adoption Panel and CAFCASS (Section 10 and Section 11)

Once consent has been signed, practitioner should proceed to the Adoption Panel and inform CAFCASS