Final Care Planning Workflow

Final care planning meeting to consider assessments and proposed final care plan. To be chaired by TM or head of Service. To be attended by Adoption team manager if plan of adoption proposed.

Timescale: 7 days prior to filing the final care plan

Proposed final Care plan and assessments to be provided to the IRO

Timescale: At least 2 working days prior to the CLA review to endorse the proposed final care plan.

Final CLA review to endorse a final care plan

Timescale: Within 1 week of the final care planning meeting taking place.

Final care plan filed for court.

By whom: Social Worker

Minutes of the final CLA review filed.

By whom: IRO

Timescale: Within 1 week of the final

CLA review

Assessments/Care Plan and CPR to be provided for ADM decision making for proposed plans of adoption

By whom: Social Worker/TM

Timescale: As scheduled date

Minutes of the CLA review to be completed and available for the ADM

By whom: IRO

Timescale: As scheduled date

Final care plan filed for court if proposed plan of adoption is endorsed by the ADM.

By whom: SW

Minutes of CLA review filed for court

By whom: IRO

Timescale: Within 1 working day