# **SPECIFICATION FOR INTERCOUNTRY ADOPTION**

Adopt Thames Valley requires a comprehensive service for people considering intercountry adoption. The provider will make their services available to residents within the administrative areas of those Councils who are party to ATV (Oxfordshire, Reading, Swindon, Bracknell Forest, Windsor and Maidenhead, West Berkshire and Wokingham) and who are interested in learning about and proceeding with intercountry adoption. The provider will enable a full intercountry adoption service which will ensure that the ATV meets its priorities and duties as regards intercountry adoption, in line with UK adoption policy and legislative requirements.

**Services to be provided:**

* An Advice Line to receive enquiries;
* Preparation and distribution of information packs with information about services offered;
* Ensuring prospective adopters are informed, for instance by holding information sessions;
* Inviting those who wish to proceed further to a counselling interview for potential intercountry adopters;
* Enter into a contract with prospective adopters and invoice them directly for aspects of their assessment and adoption services.
* Carry out all aspects of the adoption agency’s intercountry adoption duties until the stage at which the child returns with the adopters to England, and after, as specified below;

* Making one post adoption visit on the child’s return to England, which will be a joint visit with a social worker from the local authority in the event that the local authority is to take responsibility for monitoring and reporting under FER 2005, where such monitoring and reporting is required;
* Preparing post placement/adoption reports as required by the State of origin in respect of all intercountry adopters for the requisite period, which may be until the child reaches the age of 18 years;
* Provide Adopters Support Workshops for approved and waiting adopters and for those with children in placement or adopted.
* Provide ongoing support to intercountry adopters and their children through additional support services which include but are not limited to:
* twice yearly newsletters
* intercountry adoption life story work consultation

face to face general post adoption consultation

* therapeutic life story work consultation for intercountry adopted children and their families
* webinars

**Subscriber services**

The following subscriber services will be provided to the customer:

·         Access to publications including a dedicated subscriber bulletin

·         Access to the provider’s adoption training modules

·         Access to support groups and/or support and advice to set up a local group

·        Advice and signposting for adoptee and birth family members seeking information where the adoption has an international component

·         Priority Advice Line service for adoption professionals

·         Priority booking and reduced service charges for professional courses

·         Access to specialist training and consultation for adoption professionals including members of the Adoption Panel Central List as required.

**The following services will also be provided by the provider on behalf of the customer:**

·         Unlimited receipt of enquiries and applications from prospective adopters who are resident in the ATV region as defined by member local authorities

·         Unlimited Advice Line services for prospective adopters from the first point of enquiry, which includes the provision of dedicated country information packs, tailored information where a child has already been identified or adopted in the State of origin, signposting to trusted specialist legal and immigration firms, and advice around eligibility criteria for their chosen country

·         Arrange for prospective adopters to attend an Information Session

·         Following Information Session attendance, arrange for prospective adopters to attend an Initial Interview

·         Following Initial Interview attendance, invite prospective adopters’ Registration of Interest, should it appear that the provider’s eligibility and suitability criteria has been met

·         Following receipt of a Registration of Interest, carry out all aspects of intercountry adoption duties until the child arrives in England

·         Inform the resident local authority as the prospective adopters reach key stages of the process, for example DfE certificate issued (with the consent of the prospective adopters), application to the IRM, child match proposed, child due to return to England

·         Furnish the local authority with any documents required for the purpose of undertaking its duties under FER 2005, for those adopters and children where the child has entered the UK without a recognised overseas order, and for which the authority intends to take responsibility for monitoring and reporting under FER 2005

* Seek adopters’ evaluation of the provider services they have received
* Whilst prospective adopters are approved and awaiting a match, invite them to attend Adoption Support Workshops, and advise them of alternative support sources
* Consider, on a case-by-case basis and subject to a **separate** agreement, undertaking other pieces of work as requested by ATV where this concerns a permanency placement with an international element on cases not processed by the provider
* Be willing to be approached in connection with any Ofsted inspection of the members of ATV
* Provide ATV with the following documents relating to the provider on request:

A.   Ofsted certificate of registration and inspection

B.   Provider logo for redirection to their organisation via websites

C.   Provider’s Statement of Purpose.

**Performance management**

The provider will keep ATV informed about service delivery. Quarterly statistics in respect of service delivery will be provided to the Head of Service for Adopt Thames Valley and these will be shared with the ATV Board on an annual basis.

The provider will assistin connection with any Ofsted regulatory inspection of the councils who are a party to ATV.