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**STATEMENT OF PURPOSE**

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**Barnardo’s Scotland Adoption Service**

**Region:**  Scotland

**Date:** March 2021

**Registered:** Voluntary Adoption Agency

**Registration Body:** Care Inspectorate

**Registration Number:** CS2005095655

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# Section 1: Introduction

**Legal Framework**

This Statement of Purpose has been developed in accordance with regulations, statutory guidance and National Minimum Standards applying to adoption agencies, including:

* The Adoption and Children Act (Scotland) 2007
* Looked After Children (Scotland) Regulations 2009
* Children (Scotland) Act 1995
* Children and Young People (Scotland) Act 2014
* Children's Hearings (Scotland) Act 2011
* National Care Standards for Adoption Agencies 2005
* National Care Standards-Foster Care and Family Placement Services 2005

Guidance for Child Protection in Scotland 2010

This Statement of Purpose has been prepared in accordance with these requirements and will be a useful source of information to Barnardo’s staff, prospective adopters, children and young people, and colleagues from other agencies.

This Statement of Purpose is reviewed and updated on a regular basis, and at least annually.

As part of the regulatory requirement, a copy of the Statement of Purpose will be provided to the Care Inspectorate and will be placed on Barnardo’s website.

**Barnardo’s status and constitution**

Barnardo’s is a company limited by guarantee (registered in England under number 61625) and a registered charity (numbers 216250 and SC037605). It was also registered as a trust corporation on 16 December 1926. Its governing instrument is the Memorandum and Articles of Association, most recently amended by special resolution passed on 17 July 2001.

Barnardo’s Scotland Adoption Service is part of the Barnardo's Family Placement Business Service.

**The Head of Service is Brenda Farrell**

Head Office Address:

Barnardo’s

Tanners Lane

Ilford, Essex

IG6 1QG

Telephone: 0191 2404800

Fax: 0191 2404801

**Aims, objectives and outcomes**

**Aims**

At Barnardo’s, we believe that a child’s future should never be defined by their past; every child deserves the chance to fulfil his or her potential.

We recognise that the children we seek to place are among the most vulnerable in our society.

Barnardo’s believes that good parents come from many different backgrounds and are as varied as the children we seek to place. Prospective adopters are required to demonstrate that they can safely and skilfully parent a child to independence and beyond. Adoption is a lifelong commitment and Barnardo’s is committed to remaining responsive and supportive throughout that journey.

Barnardo’s understands the importance of ethnicity and cultural identity in its family placement services and aims, where possible, to achieve placements with adopters who reflect and/or promote the ethnic origin, cultural background, religion and language of the children placed.

Appropriate support will be offered to each family to enable them to meet their child’s particular needs. This will include enhancing the parent’s ability to understand and promote the child’s self- esteem, confidence and identity. Barnardo’s has a wide spectrum of support services which can be accessed to respond to individual need.

**Objectives and outcomes**

1. To provide children with safe, secure and lasting adoptive families
2. To promote secure attachments for children in order to achieve better outcomes in accordance with the SHANARRI wellbeing indicators of Safe; Healthy; Achieving; Nurtured; Active; Respected; Responsible and Included.
3. To recruit, assess and support prospective adoptive families. Potential adoptive families will be considered on the basis of their capability to meet the needs of the identified children.
4. To ensure that the Adoption Panel operates within guidance legislation and regulation in relation to approvals, reviews, allegations and complaints.
5. To provide a high level of emotional and practical support to children and families post adoption. The agency will look to help families in accessing appropriate adoption support.
6. To provide support to adults who have an adoption connection and offer an intermediary service for adults affected by adoption.
7. To provide training and consultancy to local authority partners.
8. To ensure continuous improvement and development of the service that takes into account the views of all stakeholders including children and young people.

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# Section 2: Service registration details

**Name and address of the Registered Provider**

**Barnardo’s Scotland Adoption Service**

**10,000 Academy Park**

**Gower Street**

**Glasgow G51 1PR**

**Name and address of the Registered Manager**

Sandra McFadyen

**Barnardo’s Scotland Adoption Service**

10,000 Academy Park

Gower Street

Glasgow G51 1PR

0141 419 4700 / 07925 145920

**The relevant qualifications and experience of the Registered Manager.**

Diploma in Social Work 1984

CQSW 1984

Practice Teaching Award 1993

Certificate in Child Protection 1996

Certificate in Social Work Management 2000

**Name of Agency Decision Maker**

Jo-Ann Swanston-King

**The relevant qualifications and experience of The Agency Decision Maker.**

Jo-Ann qualified as a social worker in 1995 and is registered with HCPC. Jo-Ann has worked in both Local Authority and in the voluntary sector. She has worked in adoption services since 2005, in various roles as a practitioner. Practice Manager, Service Manager and Adoption Agency Registered Manager. This has also included acting as Adviser to adoption panel Jo-Ann was the Operations Manager for Barnardo’s Adoption (North-West) between April 2019 -March 2021.

Jo-Ann holds the following qualifications:

B.A. Honours Degree in Applied Social Studies (1995)

Diploma in Social Work (1995)

Post Qualifying Award in Social Work (2010)

Certificate In Professional Studies-Management and Leadership (2013)

# Section 3: Service staff structure

**Assistant Head of Business**

**Operations manager**

**1 X FTE Practice Manager**

**1 X FTE Admin Manager**

**1 x PT Practice Manager**

**4 FTE Social Workers**

**1 Family Finder**

**2.75 FTE Social Workers**

**1 x FTE Administrator**

We have a bank of External Consultants who assist with Adoption Assessments, Family Finding and provision of therapeutic adoption support.

Through a donation 2 part time education support workers have been recruited on a 2yr fixed term contract to deliver support and advocacy to carers/adopters across Family Placement Services in Scotland to support educational outcomes for children.

**Job roles and qualifications**

All Family Placement Social Workers are registered with the Scottish Social Services Council (SSSC).

**Operations Manager / Registered Manager**

The Operations/Registered Manageris responsible for the overall operation of the adoption service provided to prospective adopters, adopters, children and young people. The Operation Manager is responsible for budgetary control and the development and implementation of the strategic aims and objectives of the organisation.

The Operations Manager is responsible for budgetary control and involved with the development and implementation of the strategic aims and objectives of the organisation.

The Operations / Registered Manager is responsible for the supervision and management of Practice Managers, fulfils the responsibility of the role of Panel Adviser; ensures all policies and procedures are up to date; completes audits of the service to ensure a high standard, and monitors and advises on complaints and allegations ensuring appropriate procedures are followed and safeguards are in place.

**Family Placement** **Practice Managers**

Family Placement Practice Managers are responsible for the supervision and management of Family Placement Social Workers and Family Finder. Practice Managers also take responsibility for developing training and supporting services for adopters. They are also responsible for the safe recruitment and assessment of prospective adopters.

**Family Placement Social Workers**

 Family Placement Social Workers undertake the assessment, support and supervision of adopters. FPSW provide adoption support to birth parents, adoptive parents and adoptees. FPSWs work in partnership with the child’s Social Worker to promote positive outcomes. FPSWs deliver training, coordinate support groups; provide a duty service.

**Administration Manager**

Administration Manager undertakes financial duties in the service including invoicing and accounts payable. They are responsible for health and safety audit and ensure that the office remains a safe working environment with appropriate risk assessments completed by staff. Administration Manager provides support to service to ensure the smooth running of the service and supervises the Service Administrator.

**Service Administrator**

Service administrator undertakes a wide range of administration tasks to support the work of the service such as inputting and monitoring of statistical data, coordinating training, ensuring all checks and repeat checks are completed, minutes, facilitating the Adoption Panel and managing information systems.

**Family Finder**

Family Finder supports FPSW’s and prospective adopters in all activities in connection with family finding, including events organised by Scotland’s Adoption Register.

**Summary of current staffing**

Within Barnardo’s Scotland Adoption Service there are:

* 1 Operational Manager
* 1.6 Practice Managers
* 6.75 FPSW
* 1 Admin Manager
* 1 Service Administrator
* 1 Family Finder

Our staff bring a broad range of experience delivering services to those affected by adoption.

# Section 4: Services provided

The agency provides:

* The recruitment, assessment and support of prospective adopters
* Family Finding for approved adopters
* Post approval training and workshops
* Post adoption support to all parties affected by adoption
* Assessment of need for post adoption support, including supporting adopters to access appropriate support
* Adoptee Support Group
* Annual Social Event

# Section 5: Recruitment, approval, review and support for foster carers

This section provides information on the procedures for recruiting, preparing, assessing, approving and supporting prospective adopters.

Barnardo’s policies, procedures and standards for the recruitment and assessment of prospective adopters are in line with required regulations and standards for adoption agencies.

**Enquiries**

An initial enquiry can be made by web, email or phone. This will be followed up with the provision of an information pack and a phone call to answer any questions to gather and record basic information in line with Data Protection Regulations. If appropriate an initial visit will be arranged.

The initial/home visit to gather information and provide an opportunity for further exploration. The information and checks from this visit will form the basis of whether the individual is invited to preparation training – Preparation to Adopt. This training includes and understanding of the needs of children requiring to be adopted, child development, working with other agencies. All applicants are required to attend. Where issues arise from the initial visit these will be addressed and the applicants may be counselled out or referred onto another service.

An assessment/home study is undertaken involving weekly contact over a 4 month period. The assessment report, Prospective Adopter’s Report Scotland (PAR-S) analyses the suitability of the applicants to adopt. This report is shared and discussed with the applicants.

The completed assessment is presented to the BSAS Adoption Panel. Applicants are expected to attend the Panel.

The Panel will then make a recommendation to the Agency Decision Maker about the applicant’s suitability to be approved as adopters and as foster carers for the purpose of adoption. The Agency Decision Maker makes the decision about approval on behalf of Barnardo’s.

Applicants are informed verbally and in writing of the Agency Decision Maker’s decision and their rights of appeal if they disagree with the decision.

**Review of Approval**

Reviews take place in line with The Looked After Children (Scotland) Regulations 2009 25 and 26. A first review must take place within 12 months after approval and subsequent reviews take place every 12 months thereafter. Barnardo’s must be satisfied that the adopter continues to meet the required standards as set out in Regulation 25.

Reviews may also take place at other times for example as a result of a request to change the terms of approval; following a serious complaint, allegation of abuse, or other matters of serious / safeguarding concern; in response to a significant change of circumstances, such as a carer’s adult child returning home, relationship problems or separations, significant health issues, pregnancy, etc. (Regulation 26)

**Support Provided**

BSAS values the work that adopters do and the contribution they make to the lives of children in their care. The key to a successful transition and placement is the quality of support that adopters receive. Barnardo’s Scotland Adoption Service offers the following support to all our adopters:

* Supervision and support from a named qualified and experienced Social Worker is available Monday to Friday 9am – 5pm.
* Frequent visits, (minimum of once per month), negotiated with the adopter and regular telephone contact from the supervising social worker. Including at least two unannounced visits per year.
* Annual Event for children and adoptive parents
* Post-approval training programme which includes Linking and Matching training.
* Liaison and partnership working with the child’s social worker including attendance at relevant meetings such as Looked After Child reviews, specialist consultations and education meetings.
* A buddy system for new adopters to share experiences advice and support.
* Assessment of need for post adoption support
* Story stem Assessment following placement

**Training**

Barnardo’s Scotland Adoption Service recognises that the needs of children requiring care out with their family of origin are varied and can be complex. We are committed to providing high quality training that is accessible and relevant to all our adopters. Training can be delivered 1:1 and in groups.

Training can also be provided in partnership with our fostering colleagues. The training is delivered within an explicit value base which promotes equality of opportunity and recognises and celebrates diversity. It seeks to ensure that all prospective/adopters are competent and confident in providing safe care and in protecting children from harm.

The following is a list of training currently provided:

* Attachment and Resilience
* Linking and Matching
* Friends and Family
* Telling-talking to children about adoption
* Child Protection: Introduction to Child Protection
* Dealing with Allegations against Foster Carers
* Equality and Diversity
* E-Safety
* Introduction to Safer Caring
* Managing Contact
* Men Who Foster
* Recording

# Section 6: Monitoring and evaluation

There is a range of systems in place to monitor and evaluate the provision of Barnardo’s adoption services, to ensure they are effective and that the quality is of an appropriate standard.

The following mechanisms are in place to monitor and evaluate the service:

* Social workers are registered with SSSC and are subject to enhanced PVG checks and references
* Staff receive regular formal supervision and an annual Performance and Development Review
* All Panel members are formally appraised annually
* Approved prospective adopter who do not have a child placed will have an annual review
* Approved adopters where an adoption order is not yet granted will have an annual

 review

* All staff are subject to a probationary period following appointment
* Monthly supervision of adopters
* Feedback from participants regarding training courses
* Prospective adopters and social workers are asked to provide written feedback following attendance at panel
* Feedback from other professionals/stakeholders
* Feedback from local authority workers in respect of reviews
* Feedback of prospective adopters by trainers
* Feedback from panel members
* Panel training and business meetings
* File Audits
* Service Quality Assessment, annual assessment undertaken by the Assistant Head of Business
* Quarterly performance reviews undertaken by Operations Manager
* External Monitoring via local Authority Partners
* Compliments, complaints and suggestions
* Inspection by Care Inspectorate

# Section 7: Complaints, allegations and whistleblowing

**Whistleblowing**

Whistleblowing is the reporting of a concern in the public interest that something is happening within Barnardo’s that should not be, or not happening that should be. It is based on the Public Interest Disclosure Act 1998 (PIDA).

Barnardo’s is committed to the highest standards of openness, integrity, accountability and practice and concerns can be raised via the Whistleblowing process.

For details on where to report a concern see Section 8 – Other Contacts.

**Complaints**

The aim of Barnardo’s complaints process is to resolve a complaint at the most informal level possible.

Complaints can be made in writing or orally to any member of staff up to and including the CEO.

Complainants and staff subject to complaints are kept informed of the progress of the investigation and any associated procedures subject to normal staff confidentiality.

The stages to managing any complaint are:

* Stage 1 Local Resolution
* Stage 2 Independent Investigation
* Stage 3 Review of Process

**Stage 1 Local Resolution**

This stage will be conducted by the line manager of the person or service being complained about. At the outset the complainant must be asked for their desired outcome.

Stage 1 should normally be completed within 10 working days.

**Stage 2 Independent Investigation**

The investigation should be completed within 25 working days from the date of agreement that it should take place. Extensions can be given if agreed by the lead manager, the Complaints Officer and complainant and the reasons for delay must be recorded.

**Stage 3 Review of Process**

If the complainant is not satisfied with the outcome of the independent investigation (Stage 2) they or their advocate can request review of how this was undertaken and their representation considered.

For details on where to report a concern see Section 8 – Other Contacts.

**Other routes of complaint**

As BSAS is registered with the Care Inspectorate, complainants may directly approach them at any stage. The Care Inspectorate has the power to investigate the complaint itself or require Barnardo’s or the relevant local authority to do so.

For details on the relevant regulatory body and their contact details see section 9.

**Allegations against carers/staff**

Allegations made by a child (or on behalf of a child) will be followed up in accordance with Barnardo’s Safeguarding Policy and Procedures which complies with ‘National Guidance for Child Protection in Scotland’.

This applies to all people who work with children and includes carers. Further information can be provided if such a situation should arise.

# Section 8: Regulation and inspection of services

**Regulation and inspection of services**

* Barnardo’s Adoption Services are regulated under National Care Standards for Adoption Agencies 2005 and the National Care Standards-Foster Care and Family Placement Services 2005

Barnardo’s Adoption Services are registered and inspected as a voluntary adoption agency by the Care Inspectorate.

The Care Inspectorate will also receive and investigate any complaints about the adoption agency.

Significant Incidents are reported to the Care Inspectorate under the Regulation of Care (Scotland) Act 2001.

Adoption Agencies are assessed on the following criteria:

6       Excellent Outstanding or sector leading

5       Very good            Major strengths

4       Good                    Important strengths, with some areas for improvement

3       Adequate            Strengths just outweigh weaknesses

2       Weak                    Important weaknesses – priority action required

1       Unsatisfactory     Major weaknesses – urgent remedial action required

The last inspection of Barnardo’s Scotland Adoption Service in October 2018 assessed Care and Support as Very Good-5 and Management and Leadership as Very Good-5

**Contact details**

Care Inspectorate

Compass House
11 Riverside Drive
Dundee
DD1 4NY

Tel: 0345 600 9527

**Other relevant contact details**

**Whistleblowing**

Contact the whistleblowing hotline run by Barnardo’s Independent Corporate Audit and Inspection Unit (CAIU) on:

Telephone: 020 8498 7311

Email: whistleblowing@barnardos.org.uk

**Complaints**

Barnardo’s Head Office

Tanners Lane

Ilford

Essex

IG6 1QG

Telephone: 020 8550 8822

Mobile: 07917 187718 *(for text or voice mail about complaints)*

Email: cs.complaints@barnardos.org.uk

**Children and Young People's Commissioner Scotland**

Bridgeside House

99 McDonald Road

Edinburgh

EH7 4NS

Website: [www.childrenscommissioner.gov.uk](http://www.childrenscommissioner.gov.uk)

