SERVICE IMPROVEMENT PLAN – ADOPTION SERVICE

SMART Objective	Measure of Success (Evidence)	Action	By Whom and When
Adoption preparation groups to be reviewed and planned delivery for mid-February	Preparation to be reviewed and looked at against the new packs for 2019/20	Packs ordered – key social workers and manager to meet and track content of packs and any change to the preparation group.	Senior and Social workers Not later than early February 2020.
Post adoption support to be reviewed and renewed approaches to practice developed.	All adopters to be surveyed to ask what kind of supports they feel they need.	Complete – 4 feedback forms. Outcome: groups to be re-established. Adopters groups and Adoptee.	Senior and Social workers in agreement with team manager To be in place for 01 March 20.
	Post Adoption Support (PAS) Plan to be developed and tested	Template complete – test of change to be complete – waiting on the needs assessment to finalise this.	End of April 2020
	All adopters to receive 1 year post approval support from Adoption UK	Budget manager to approve this	Feb 2020
	Training Calendar to be drawn up – training to be provided on a rolling basis	Key social workers to consult with adopters to track what might be the training needs for adopters throughout the lifespan of the child.	Suggested rolling training plan to go out for consultation end of Feb 2020
A service operation manual will be completed formalizing the services policies and procedures	Key staff will harness our policies and use as a basis for constructing (i) approach to practice and (ii) manual.	The manual will be tabled at the practice governance board (PGB) by the team manager	Social worker to take to adoption team meeting Complete by the end of April 2020

Create an adopter handbook – this will contain (i) the aims and objectives of the service (ii) the policies and procedures, including the service complaints procedure.	The handbook will be accessible to adopters / prospective adopters.	Adopter handbook will go out for consultation to our adopters and then progress to PGG for practice agreement.	All involved in the adoption service Summer 2020
Recruitment strategy	Recruitment strategy will be in place	Complete needs analysis for Looked after and accommodated children in Moray. Reference to existing data. Draft strategy to PGB. Use of social media - set up specific to adoption. Possibly led by adopter.	Team Manager in consultation with senior and social worker in the adoption service End of January 2020 End January 2020. End of Feb 2020 Progress Feb- April 2020
Test of change for Post Adoption Support processes.	Refresh existing process.	Identify possible adopter for test of change.	Adoption team members Measured outcomes from test of change by end of 2020.
Support groups for birth mothers	Link in with other services to establish where there may be crossover e.g. Moray Drug and Alcohol Partnership.	Contact MAAP to establish where there may be needs that cross between the services.	Adoption team members End of Jan 2020
Support groups for Adoptees	Develop approach and consult with adopter on what form these groups should take.	Group is being set up by an adoptee	Social workers End Feb 2020
Develop our links with our neighbouring authorities	Link with Aberdeenshire and with Highland - to see what we can offer across the North of Scotland in Post Adoption Support including adopters,	LGBTQ groups been offered to our families. Explore what is on offer and	Team manager and seniors Summer 2020

	birth families and adoptees.	what we could offer	
Working relationships within and across teams	Improved working relationships between Placement Services and Childcare Teams	Address this need at PGB. Focus on establishing clarity of role / remit and communication to assess and meet child's needs. Ensure the agendas at meetings reflect the business of the various teams that constitute the service.	Team manager By end January 2020 January – April 2020 Ongoing throughout 2020