

Appendix 4

Process for Family Finding for Adoption and Permanence

1 .Complete the family finding referral form MOSAIC and submit to family finding at family.finding@lincolnshire.gov.uk – Children's SW.

2. Acknowledgement --- Family Finding Co-ordinator.

3. Family Finding meeting---once a month—paper B to be completed. The initial family finding plan will be agreed at this meeting and reviewed at subsequent meetings.

4. Within 24 hours of the Family Finding meeting Family Finding Co-ordinator to complete family finding plan and index to child's file on MOSAIC and E mail the SW.

5. Complete actions /changes over the month and record on MOSAIC as family finding case notes on the files of children who already have family finding plans.

6. If no family is found within 3 months then the case needs to be referred to the Management Support Officer (Regulated Services) for the Family Finding Review meeting chaired by the Children's Service Managers Regulated.

Decisions from this meeting will be minuted and added to MOSAIC. The SW will be emailed to say that the recommendations from the Family Finding Review meeting have been added to MOSAIC.

7. In the event of the need for a change of family finding plan then this decision will be made by the Family Finding Review meeting and the family finding plan will then need to be changed and indexed to record this on MOSAIC.