

IAC – THE CENTRE FOR ADOPTION

STATEMENT OF PURPOSE

1. Background

IAC - The Centre for Adoption, (registered as Intercountry Adoption Centre) was established in 1997 and was formerly an experimental project funded by the Department of Health from 1992. It was registered as an adoption support agency in March 2006 and is now a registered voluntary adoption agency providing intercountry and domestic adoption services. In February 2011, IAC was enlisted by the Central Adoption Resource Authority, India as an Authorised Foreign Adoption Agency and in January 2012 was accredited by the Inter-Country Adoption Board of the Philippines. In August 2012 IAC received accreditation from the China Center for Children's Welfare and Adoption (CCCWA), the adoption central authority for China, to operate the China Special Needs Programme in the UK. This programme is now open to prospective intercountry adopters living in Great Britain and the Isle of Man. In November 2016 the Ministry of Education and Science accredited IAC as an adoption agency in Kazakhstan. In 2016, IAC also entered into working agreements with a partner agency in Bulgaria and South Africa respectively, in order to provide an adoption programme in the UK, with those States of origin.

This document sets out the Statement of Purpose of IAC, as required by the Voluntary Adoption Agencies and the Adoption Agencies (Miscellaneous Amendments) Regulations 2003 and the Voluntary Adoption Agencies (Amendment) Regulations 2005.

The Statement of Purpose is reviewed at least annually by the Management Team and Board of Trustees.

The Statement of Purpose, which is on IAC's website, is readily available to:

- Prospective adopters and adopters;
- Birth parents and guardians;
- Adoptive children and young people;
- Other interested parties and the general public.

The purpose of this statement is to outline:

- The Agency's status and constitution, the arrangements for control of its operation and the terms of its registration;
- The Agency's management structure and staffing;
- The Agency's aims and objectives and how the services and facilities meet outcomes for children;
- The policies and procedures for recruiting, preparing, assessing, approving and supporting both domestic and intercountry adoptive parents;
- The procedure for dealing with complaints;
- The system used for monitoring and evaluating the provision of services in order to ensure their effectiveness and quality; and
- The name, address and telephone number of the registration authority.

2. Status and Constitution

IAC operates within the requirements of legislation, regulations, guidance, standards and good practice relating to adoption and will be subject to inspection by Ofsted.

The Agency is a registered charity within the meaning of the Charities Act 1993 and a company limited by guarantee within the meaning of the Companies Act. It is governed by incorporated Memorandum and Articles of Association and regulated by the Charity Commission for England and Wales.

IAC is a member of the Consortia of Voluntary Adoption Agencies, the Consortium of Adoption Support Agencies, the West London Adoption and Permanency Consortium, an associate member of the North London Fostering and Adoption Consortium and of EurAdopt, a membership organisation of accredited agencies in Europe. It is also a member of other organisations relevant to its functions.

3. Registration

IAC is registered by Ofsted as a voluntary adoption agency under Part II of the Care Standards Act 2000 and is inspected by that registration authority. It is registered to provide intercountry and domestic adoption services including adoption support services to children and intermediary services and birth records counselling.

In relation to this registration,

- **The Registered Provider is IAC:**
The responsibility for the Governance of IAC rests with the Board of Trustees who are also the Directors of the company. The Board meets at a minimum, four times a year, to fulfill its statutory functions.
- **The Responsible Individual for the Adoption Agency is:-**
Ms Gill Haworth, 22 Union Street, Barnet, Hertfordshire EN5 4HZ
- **The Manager of the Adoption Agency is the Operations Director:**
Ms Irene Levine, 22 Union Street, Barnet, Hertfordshire EN5 4HZ

4. Organisational Structure

IAC operates from a single site in Barnet, Hertfordshire. However, its information, preparation, adoption support and training programmes are commissioned by local authorities, voluntary adoption agencies and other organisations throughout Britain.

The Agency has a properly constituted Adoption Panel central list as required by the Adoption Agencies Regulations 2005, as amended by the Adoption Agencies and Independent Review of Determinations (Amendment) Regulations 2011, with a medical and legal advisor. The Agency is assisted by an Advisory Panel members of whom provide specialist legal, notarial, medical, human resources, research and literature, advice and support.

5. Staff

IAC's professional team comprises social workers experienced in both domestic and intercountry adoption. Some have personal experience of adoption (domestic and intercountry) and a significant number were raised overseas and have direct experience of migration.

The members of staff and their respective responsibilities are as follows:

- The Chief Executive oversees the management of the Agency on a day-to-day basis. She manages and supervises the Director of Operations and other senior managers and carries responsibility for the administration of the human resources processes.
- Adoption Team Managers, who are managed by the Director of Operations, have lead responsibility for either intercountry or domestic adoption assessments and are responsible for the supervision of sessional social workers. Additionally the Adoption Team Managers supervise the Senior Practitioners who are responsible for the Advice Line, Family Finding (domestic) and services under the special intercountry adoption programmes.
- The Manager, Training and Development, is responsible for the Agency's development and training programme which includes development of the preparation within the two stage assessment process for prospective adopters.

- The adoption social workers, advisors and trainers are commissioned on a sessional basis to deliver either the Agency's adoption recruitment and assessment work or the Agency's adoption support activities.
- The managers, senior practitioners, adoption social workers, advisors and trainers (with the exception of one who has a background in training and therapeutic counselling) have recognised qualifications in social work, have many years' experience in adoption and fostering work and are registered with the Health and Care Professions Council (HCPC). All the administrative staff have qualifications relevant to their respective roles.
- The Agency's financial processes are managed by IAC's Management Accountant, Sachin Mevada.
- The Chief Executive carries responsibility for the office buildings and equipment and is responsible to the Chair of Trustees. The Operations Director serves as Health and Safety Officer.
- The administrative support is provided by administrators. Each administrator has administrative oversight of specific agency functions and reports to the relevant Manager or Senior Practitioner. The Chief Executive and Responsible Individual, Gill Haworth has a recognised qualification in social work (CQSW), an M.Sc. in Social Work and Social Administration and an NVQ Level 4 in Management. She worked for 13 years for one local authority as a generic social worker, as a social worker in a fostering and adoption team and ultimately as team manager, Fostering and Adoption. She also worked in the voluntary sector as a Principal Consultant and Deputy to the Director for a child care consultancy service. Since 1992 she has worked exclusively in the field of intercountry adoption. She was founder Director of Overseas Adoption Helpline, a government funded project until 1997. In 1997 as Executive Director, and along with others, she founded the registered charity Overseas Adoption Helpline, which changed its name to Intercountry Adoption Centre in 2005 before registering as an adoption support agency in 2006. She is Chair of the UK group of intercountry adoption managers (Adoption Agencies Consultants Group on Intercountry Adoption) and of the Network for Intercountry Adoption (NICA).
- The Director of Operations and Registered Manager, Irene Levine, has a CQSW and Diploma in Social Work and an NVQ Level 5 in Management. Since qualifying she has specialised in a range of subjects, including child protection training, fostering and adoption and children's rights work. As the Chair of the Children Rights and Advocates (CROA) she was in the forefront of setting up and supporting Children's Rights Services across England, ensuring the voices of looked after children were heard in the development and delivery of children's services. She has over 25 years management experience in both Local Authorities and Voluntary Agencies, at Team and Senior Management levels; as well as being a Child Care Consultant and Trainer in her own right.

6. Values which underpin the Service

IAC fully embraces the values statement below, contained in the National Minimum Standards (July 2014).

Values – children

- The child's welfare, safety and needs are at the centre of the adoption process.
- Adopted children should have an enjoyable childhood, and benefit from excellent parenting and education, enjoying a wide range of opportunities to develop their talents and skills leading to a successful adult life.
- Children are entitled to grow up as part of a loving family that can meet their developmental needs during childhood and beyond.
- Children's wishes and feelings are important and will be actively sought and fully taken into account at all stages of the adoption process.
- Delays should be avoided as they can have a severe impact on the health and development of the children waiting to be adopted.
- A sense of identity is important to a child's well-being. To help children develop this, their ethnic origin, cultural background, religion, language and sexuality need to be properly recognised and positively valued and promoted.
- The particular needs of disabled children and children with complex needs will be fully recognised and taken into account.
- Where a child cannot be cared for in a suitable manner in their own country, intercountry adoption may be considered as an alternative means of providing a permanent family.
- Children, birth parents/guardians and families and adoptive parents and families will be valued and respected.
- A genuine partnership between all those involved in adoption is essential for the NMS to deliver the best outcomes for children; this includes the Government, Local Government, other Statutory Agencies, Voluntary Adoption Agencies and Adoption Support Agencies.

Values – adopted adults and birth relatives

- Adoption is an evolving life-long process for all those involved – adopted adults and birth and adoptive relatives. The fundamental issues raised by adoption may reverberate and resurface at different times and stages throughout an individual's life.
- Adopted people should have access to information and services to enable them to address adoption relation matters throughout their life.

- Agencies have a duty to provide services that considers the welfare of all parties involved and should consider the implications of decisions and actions for everyone involved.
- Agencies should seek to work in partnership with all parties involved, taking account of their views and wishes in decision-making.
- Agencies should acknowledge differences in people's circumstances and establish policies that provide non-discriminatory services.
- Adopted adults have their adoptive identity safeguarded and the right to decide whether to be involved in contact or communication with birth family members.

7. IAC's Mission Statement

IAC's mission is to place children from all parts of the world, both in the UK and overseas, in loving families and to work in a fair, transparent and professional manner with individuals who seek our professional services.

8. Aims and Objectives

IAC aims to ensure that children who are unable to live with their birth families be that in another country or in the UK, grow up in a safe and nurturing family where they can develop to their full potential. The Agency seeks to do this by:-

- 1) Providing high quality intercountry and domestic adoption services for prospective adopters and their families and friends, established adoptive families, adopted people and birth relatives and nominated guardians.
- 2) Ensuring that the intake of both intercountry and domestic adopters reflects the needs of children waiting in the UK or in the States of origin for an intercountry adoption placement, and complies with the eligibility criteria both domestically and in the State of origin.
- 3) Ensuring that the information service and advice line is available and supported by a sound information database and appropriately qualified and experienced advisors and facilitators.
- 4) Offering a domestic adoption programme that seeks to find families for children in the UK who might otherwise wait the longest for a placement.
- 5) Working in partnership with local authorities and voluntary adoption agencies, through subscription and service level agreements to provide, with a minimum of delay, specialist preparation and assessment for prospective intercountry adopters, those who are adopting again and kinship intercountry adopters and specialist support to those adopting from countries where this agency is accredited to offer such services.

- 6) Providing support to local authorities and voluntary adoption agencies and adoption professionals through a range of dedicated services. Each subscribing local authority and voluntary adoption agency has priority access to the Advice Line, a facility to download publications from the subscriber page on IAC's website; a regular bulletin, a Practitioners' Network which meets three times each year to provide for discussion, debate and peer support; and training programmes for adoption professionals and adoption panel members (including legal and medical advisors).
- 7) Ensuring that the potential life-long needs of children are understood, and that the ethnic, cultural, religious and linguistic heritage of the children is fully recognised and positively valued.
- 8) Ensuring that at all times the Agency's services are effective and that its practices are clear, open, honest and fair to services users.
- 9) Promoting the highest standards of adoption practice, informed by the outcomes of research, by practice wisdom, by the perspectives of all parties to the adoption circle and by training which the Agency provides for its staff. Sessional workers are also encouraged in their ongoing learning.
- 10) Lobbying for legislative change, specifically in relation to intercountry adoption, and active involvement in the consultation process of government departments.

9. Services and Facilities

IAC currently provides the following services and facilities.

- a) Information and advice through its Advice Line, publications and face to face services to enquirers, prospective adopters, established adoptive families, adopted people, birth relatives and adoption professionals.
- b) Information Sessions for people interested in domestic or intercountry adoption, or for enquirers who are unsure which "path to go down". These provide information at an early stage in the process, and give prospective adopters the opportunity to consider procedures and requirements both in the UK and States of origin, and the needs of children placed in intercountry adoption and the UK, and to hear first-hand adopters' experiences.
- c) Country-specific workshops build on the Information Sessions and provide more specific information on procedures relating to one country.
- d) Intercountry adoption preparation courses on behalf of local authorities and voluntary adoption agencies for prospective intercountry adopters, those adopting for a second time, and for those who are related to the children overseas whom they wish to adopt.
- e) Preparation, assessment and support for prospective intercountry adopters, liaises with them regarding proposed matches with children from States of origin and provides post placement and post adoption reports for the State of origin as required.

- f) Preparation courses for domestic adopters, either in-house or through other delivery partners, with additional preparation modules for prospective adopters seeking to adopt a child who is racially or ethnically different from themselves or prospective adopters wanting to adopt siblings
- g) The provision of support for children placed domestically and from the registration and/or matching stage through to the child's arrival in the UK in respect of applications to countries where IAC is accredited to provide such a service. Where commissioned to do so, the Agency supports and monitors the child's placement and prepares the report for the English court.
- h) A programme of workshops addressing adoption issues for those who are awaiting the placement of a child or who have a child in placement.
- i) Keeping abreast of the profiles of children waiting for domestic adoption and is specifically updated on the domestic family finding needs of the local authorities with which IAC has a service level agreement and of the West London and North London Consortia, of which it is a member/associate member respectively. Prospective adopters engaged with the Agency are welcome to express an interest in domestic adoption at any stage of the process and this is routinely explored at each review of suitability.
- j) Face to face counselling service for adopters after placement and is registered to provide adoption support to families and children.
- k) Remaining in contact with adopters and their children after adoption, including them in the agency information mailings and events and providing them with post adoption advice, assistance and support, on request.
- l) Actively supporting prospective intercountry adopters in their transition to domestic adoption, if that is their wish; presenting their domestic application to IAC's Panel for consideration and variation in matching advice and assisting all approved domestic adopters in the preparation and dissemination of their family profile, advising on and facilitating their access to the range of matching provision locally and nationally as appropriate including, but not limited to, the local and London-wide exchanges, the Adoption Register, Linkmaker, photo- listings and regional adoption exchange and activity days.
- m) IAC has hosted and supported Asha, the India Adoption Group, which was formed in 2003, for families who have adopted from India, those who are in the process of adopting and for children and adults adopted from India. It has also supported adopters with children adopted from Pakistan to establish a Pakistan adoption group. These groups aim to provide a supportive network for those touched by adoption from India and Pakistan respectively, and to provide the basis of a life-long network for the children and adult adopted people.

- n) Offering an advice and signposting service to adopted people and birth relatives whose adoption has an international element and who are seeking their records and/or who wish to re-unite. This work involves signposting services users to authorities and agencies in the overseas countries to determine policies and procedures and to locate records and recognised counsellors. The service is from time to time consulted by adoption professionals in the UK who are engaged in intermediary work of a cross border or intercountry nature. IAC hosts the International Searchers' Group along with the Transracial Transnational Adoption Group (TTAG).
- o) Providing advice, information, consultation and training services for adoption professionals, including adoption practitioners and their managers in local authorities and voluntary adoption agencies; members of agency adoption panels; legal advisors; Adoption Support Services Advisors; Children's Guardians and Officers of Children and Family Court Advice and Support Service (CAFCASS). These services are delivered variously to individual local authorities or voluntary adoption agencies and to neighbouring agencies working in partnership, on a consortium-wide basis. In addition, peer support is facilitated through IAC's Practitioners' Network, which meets three times each year.
- p) Contributing to improving professional practice in the field of intercountry adoption through contribution to Practice Papers and conferences and seminars (both professional and parent led, domestically and internationally).

10. Policies and Procedures

IAC's work is informed by, and complies with, current statute, regulations, statutory and good practice guidance, standards and international instruments which provide the legislative framework for domestic and intercountry adoption and for the delivery of adoption support services.

The IAC management and the Trustees have reviewed and implemented a series of policy documents which cover all the main elements of employment legislation. The Trustees are satisfied that measures are in place to ensure that the Agency deals fairly and equitably with staff in relation to their employment and in relation to their place of work, including objective measures to deal with appeals against decisions made. Relevant legislation includes but is not limited to, employment rights, working time, parental leave, equal pay, minimum wage, pensions, sickness absence, harassment, disability, discrimination, flexible working and human rights.

11. Dealing with Complaints:

IAC is committed to resolving complaints quickly and in a sensitive, thorough and non-biased manner which enables service users to make a complaint and protects complainants from any reprisal.

- Service users and others with a legitimate interest have the right at any time to complain to the Agency about any aspect of its services, if they believe it has acted in contravention of adoption law, regulation, guidance, standards or codes of practice, or has failed to adhere to its written policies, procedures or undertakings, and they are helped to do so if this is required.

- The Agency seeks to resolve complaints informally, but if this fails there is recourse to an investigation by a member of the Management Team who has had no prior involvement in the case or where this is not possible by the Chair of Trustees and to a review of the resulting adjudication by other Board members.
- A target timescale is specified for dealing with complaints, and a written record is made of any complaint, its outcome and any action taken. Records of all complaints (and allegations) are clearly recorded on the relevant files for staff, volunteers, children and service users – including details of the investigation, conclusion reached and action taken
- After all steps have been taken, should the complainant consider there has not been a satisfactory response, s/he is advised, that s/he can approach the registration authority. Information about complaints is provided to the registration authority on request.
- The Board of Trustees reviews any complaints received at least annually to check that the complaints procedure is operating appropriately in accordance with the Agency's policies and practices and takes appropriate action in the light of the review. The Chief Executive includes information about ongoing complaints in her quarterly report to the Board.

12. Effectiveness of Services and Quality Monitoring

IAC's Chief Executive reports to the Board of Trustees, providing at each meeting a written summary of the adoption services provided by the agency and their outcomes.

- The Agency undertakes an in-house evaluation of the Advice Line twice yearly. All those who contact the Advice Line in the given week, whether by phone, email, post or fax are invited to participate. In respect of telephone callers, the advisor who has received the call explains, at the end of the call, the purpose of the evaluation. The caller is invited to speak, anonymously, on the phone, to a member of the administrative team. The caller is transferred to an administrator who asks the caller questions from a standard interview schedule. Those who contact the Advice Line by email, post or fax receive an electronic or hard copy of the interview schedule and are requested to complete and return it to the administrative team. The responses are evaluated and the numbers who decline to take part in the evaluation, or who do not respond to mailed interview schedule are recorded separately.
- The Agency also undertakes an in-house evaluation of all its information sessions, preparation courses and support workshops. All participants are requested to complete an evaluation form at the end of each information session or day of a course. These evaluations are reviewed as soon as possible after the course, by either the relevant managers and the Chief Executive, where appropriate. Were there to be difficulties arising with any aspect of the Information Session or preparation course the Agency would be, thereby, in a position to address these promptly. The Agency collates and analyses participant responses on an annual basis and these inform the in-house evaluation of these services.

- The evaluation of these services, also takes account of the facilitators' experience of delivering the courses and feedback from referring authorities (whether given formally or informally). The Information sessions and courses are also reviewed to ensure they are abreast of changes in legislation and procedures in the UK and in respect of the States of origin. Course content is amended, as indicated, following the evaluation. Annual evaluations are conducted by the Senior Practitioner and the Training and Development Manager, as appropriate, with the involvement of the Chief Executive and facilitators.
- All Prospective Adopters for whom IAC provides the assessment service are invited to comment on the service they have received, including on the Panel experience. For those whose application is presented to Panel, there is an opportunity for the applicants to give feedback in person on the adoption process. Adoption social workers are also invited to comment on their experience of presenting adoption applications to the Panel.
- The Assessment Team Manager will collate and the Agency Panel Advisor will report annually to the Panel and the Chief Executive on the service user feedback, including feedback from commissioning local authorities, and additionally will draw to the Chief Executive's notice any feedback which requires the agency to review its policies, procedures, practice or performance or to take any other related action.
- When the Agency, is commissioned to provide training for professionals by local authorities, voluntary adoption agencies or other organisations, the process for monitoring will be determined by the terms of the agreement. Wherever possible, IAC requests participants to complete its standard evaluation form at the end of the course. When this is not possible, IAC has access to the completed evaluation forms provided by the commissioning organisation.
- Feedback on the effectiveness and quality of the Agency's adoption services also comes through staff supervision, consultation with and performance review of sessional workers and from team meetings. Additional feedback arising from the investigation of complaints (if any) will be available to the Board of Trustees during the annual review process.

13. Approval, Availability and Review of Statement of Purpose

This Statement of Purpose was reviewed by the Chief Executive in July 2017 and sent to the Board of Trustees for information.

The Chief Executive will ensure:

- that the Agency is conducted in a manner consistent with the Statement of Purpose;
- that the statement is accurately reflected in the Agency's policies, procedures and guidance to staff;
- that it is given to all persons working for the purposes of the Agency and a copy is readily available or can be downloaded from the IAC website;

- that it is made available on request to any person receiving adoption agency and adoption support services, or making enquiries about receiving adoption agency or adoption support services, from the Agency, namely to:
 - people wishing to adopt from overseas and their friends and relatives and to members of established intercountry adoptive families
 - people who wish to adopt domestically
 - people who are adopted from abroad
 - birth relatives or former guardians of people whose adoption has an international element
 - any local authority, voluntary adoption agency, adoption support agency or other relevant organisation;
- that it is provided on request, so far as is practicable, in formats appropriate to the sensory and learning impairments, communications difficulties and language of service users and staff, including having it read, translated or explained to them.

14. Details of the Registration Authority

The registration authority is:

Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD

Telephone: 0300 123 1231

E-mail: enquiries@ofsted.gov.uk

www.ofsted.gsi.gov.uk

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