Adoption Leadership Board quarterly data collection

Guide to the ALB data collection 1 January 2017 to 31 March 2017

April 2017

Contents

Contact details

For general enquiries or feedback about the Adoption Leadership Board quarterly data collection, please contact alb@cvaa.org.uk

Introduction

This document gives guidance on the completion and submission of the Adoption Leadership Board (ALB) quarterly data collection for 2015-16.

The ALB return should be completed by every local authority and voluntary adoption agency in England on a quarterly basis. Local authorities are asked to provide child level data for every child looked after at any stage of the adoption process, and adopter level data for every (prospective) adopter at any stage of the adoption process. Voluntary adoption agencies are asked to provide adopter level data only.

In addition, local authorities are asked to complete the section on special guardianship orders each quarter. Both local authorities and voluntary adoption agencies are asked to complete data on adoption support, intercountry adoption, and complaints on an annual basis for the purposes of informing Ofsted inspections.

This document may be freely distributed and is available on CVAA's website.

Summary of main changes for Q4 2016-17

In Q3 2016-17 we introduced a revised template that incorporated cell data validation and a validation checking system. These have been revised and refined further for Q4 2016-17 in response to feedback from agencies completing the return. The Q4 template also now includes conditional formatting in the adopter and child level tabs to highlight where invalid information has been entered into the cells, based on the same rules as the data validation.

1. Overview of the ALB data collection

1.1　Purpose of the data collection

The primary aim of the ALB data collection is to collect information about children in the adoption process and (prospective) adopters to enable decision-making at national, regional and local level to be evidence-based and informed by strong intelligence, and for agencies and regional boards to have the information they need to improve performance.

The collection is governed by the following principles:

1. **Sector ownership.** The ALB data collection is governed through a data reference group constituted by a range of data users and providers and is managed by the Consortium of Voluntary Adoption Agencies (CVAA) on behalf of the sector.
2. **Relevance.** All items collected should be meaningful in the context of helping inform decision-making at all levels of the system in order to improve outcomes for children. Data items that are not meaningful in this context should not be collected.
3. **Clarity.** The purpose and processes involved in the data collection should be clear and understood by all parties involved in the collection, and the collection should not involve undue burden on agencies.
4. **Accessibility.** Data should be shared with those that need it in a timely way, and presented in a format that is useful and accessible.

1.2　Completing the ALB data return

Data is commissioned on the first working day of each quarter. Local authorities and voluntary adoption agencies are then normally asked to complete and submit quarterly data by the last working day of the month the data is commissioned. The exception to this is in Q4 of each year, where agencies are asked to provide data covering the full financial year (1 April to 31 March). In these situations, the deadline will be extended to allow approximately 10 weeks for data to be returned. This allows extra time to complete the full year's return and for local authorities to cross-reference their data with the SSDA903 return that is completed over the same period.

Entering data
Before you begin, fill in the details in the summary sheet. Please select your agency's Ofsted Unique Reference Number (URN) from the drop-down list. A list of agency URNs is provided in the 'URN data' tab. Please also enter your name and email address in the fields provided.

If you are typing data directly into the form you will notice that there are validation rules in most cells, which only allow data to be entered in a particular format, as specified in these guidance notes. If you try to enter data in other formats, an error message will appear and the data will need to be corrected.

If you are copying and pasting into the form you will notice that error messages and conditional formatting (invalid information turns the cell red) will appear where applicable once data has been pasted into cells. The standard validation rules will not work on data that

is copied and pasted; however, any data not entered in the appropriate format will turn the relevant cells red, and will be flagged during validation.

Please do not leave blank rows between rows of data; the validation cannot run in this case; please delete any blank rows.

If you are pasting data into the form, please paste data as values. If you do not, the conditional formatting in the cells will not work.

Checking data

All forms must have validation run before submission. Any forms submitted without this will be returned for validation to be run.

Run validation by going to the ALB Data Validation menu, and clicking "Validate":
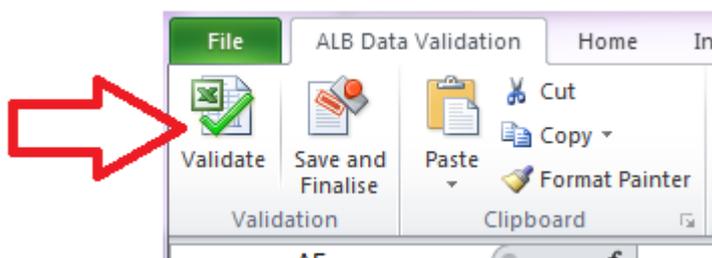
Depending on the number of records, this may take up to 10 minutes; for smaller agencies, it will be much quicker.

A pop-up will tell you which tabs still have errors; or if you have no errors, the pop-up will confirm this.

If the ALB Data Validation menu is not visible, this is likely because macros have been disabled by your IT system. If prompted, do not disable macros when downloading the form.

There are two error report tabs, highlighted in blue; these will be populated with data on errors in the form. If the tab is blank, there are no errors. There is no error report tab for Other data:

The error reports are split into:

- Missing: data which is required but has not been entered e.g. Stage 2 start date blank when Stage 2 end date is entered.
- Not valid: data which has been entered in an incorrect format e.g. a date entered as 12-Dec-2015, instead of 12/12/2015, more than 5 children under the same family ID, or White instead of WBRI.
- Other errors: mistakes in the data entered e.g. a start date after an end date instead of before, or data about brothers and sisters for a child you've said doesn't have any.

If all three error types are present in one row of data, there will be one row in the error report for each error type. Use the blue link to navigate to the row, and the colour-coding and error messages to correct mistakes, or enter missing data:

Error Type	Detail	Link
Not Valid	Please enter ethnicity using the codes given (A4) Please enter TSD status using the codes given (A6) Please only enter data using the available codes (B5) Insufficient information (C4)	Go to data row >>

We advise that missing data be entered first, and then validation re-run. This will show any additional errors in the newly entered data.

The validation can be run as many times as needed to complete and resolve all errors. Please note that the error report is a static document – error messages do not disappear as the error is resolved. For an up to date list of remaining errors, please press "Validate" again.

Once all errors have been resolved, click "Save and finalise". For files not being sent via secure email, please ensure a password is added to the file and the file saved before sending off.
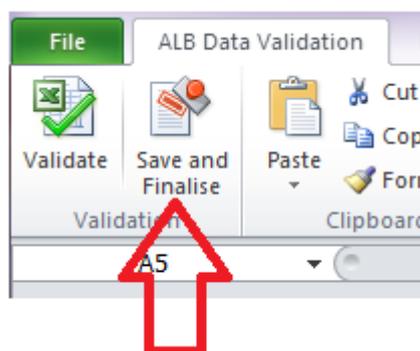
The file can be saved at any point using the normal "Save" function.

For QA purposes, the form tracks the running of validation and finalising, including the date this was done. This includes collecting and storing the name of the person who completed the form. This information is used to confirm that validation has been run before the form was submitted, and to ensure the ALB can make contact with the correct person to clarify any errors observed after completion.

1.3 Submitting data

Local Authorities
Please send your completed return via the School to School (S2S) Secure Access portal.

Returns do not need to be password protected and must not be sent via email.

If you do not know your team's log in details for S2S, each LA has an approver who can set up S2S access for them. This will probably be the contact liaison officer. Your SSDA903 or CIN data collection leads may also be able to point you in the right direction.

The completed form does not need to be zipped or password protected.

The completed form must use the following naming convention otherwise S2S will not accept it:

>   999LLLL_EDUCVA1_ALBQ4201516

"999" is your 3-digit LA code (see Annex B) and the text after the second "_" can be anything up to 15 characters but make it clear that the file relates to this collection.

Once you are on the system, you should see a page similar to the screenshot below. To upload the file, select "Upload" then "Upload Generic File" from the list on the left. Then click "Browse" and locate where the file is saved on your system.
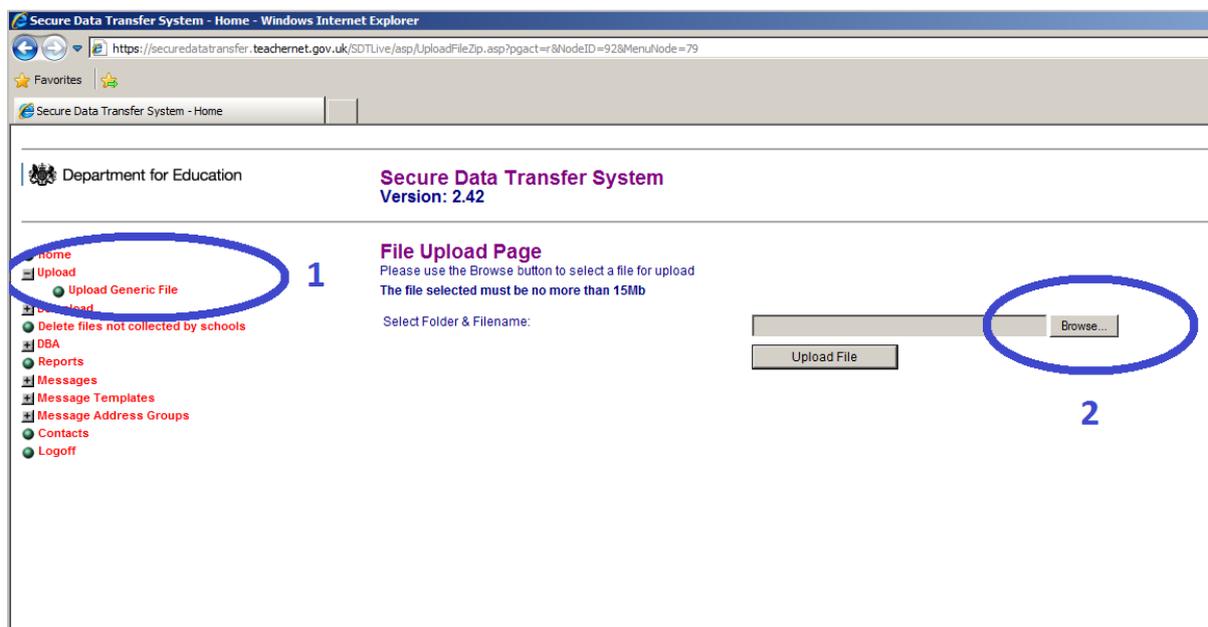
Further guidance on using S2S can be found here.

Voluntary Adoption Agencies
Please send your completed return to alb@cvaa.org.uk

Amending data
Any amendments to submitted data should be submitted through S2S (for local authorities) or by email (for voluntary adoption agencies).

1.4   Validation checks

As described above, the validation checks built into the data template are designed to check for missing data, incorrect formatting, and for unlikely or impossible combinations of information.

These checks are not intended to add undue burden on the data collection; they are merely designed to identify and query data which are likely to be in error. In some cases, the validation checks will flag correctly entered data as erroneous. This will usually be because

of unusual circumstances in that particular case. If, after checking, the data is found to be accurate, please ignore the relevant error message.

1.5   Frequently asked questions

Why can't I add columns or rows to the workbook?
The workbook structure and individual tabs have been protected to prevent the addition of new columns or rows to tabs in the workbook. This is because making these changes would prevent the validation checks from functioning properly.

Can I copy and paste data into the template?
Yes. Please ensure you paste any data in *as values* – this will ensure that the conditional formatting built into the template works properly to highlight invalid information in red. If you do not paste data as values this will overwrite the conditional formatting.

Where is question D1 (number of enquiries in the quarter)?
This information is no longer required as of Q3 2016-17.

Why am I getting an error message for an adopter that has gone straight to stage 2?
The validation checks are designed to highlight impossible or unlikely combinations of information or dates. Where adopters have dates for stage 2 but not stage 1, this will be flagged as an error message, unless the adopters have been identified as repeating the process and therefore able to go straight to stage 2.

What do I do if I am getting an error message but the data is correct?
In some cases, the validation checks will highlight unlikely combinations of information or dates as an error. If you are confident that the information you have entered is correct, you should ignore any wrong error messages, and write a note to explain in the comments section.

How do I fill in A2b (family identifier)?
Enter the family identifier for the adoptive family that child is matched/placed with. If you do not have a family identifier (e.g. because the child has not been matched with a family, or is being placed interagency) you may leave this blank.

2. Child level guidance

2.1 Overview

This section relates to the "Child level" tab of the data collection template.

Record <u>one row per child</u>. Children adopted as part of a sibling group should have one row each.

Information should be recorded <u>for all children at any stage of the adoption process</u>, i.e. from the decision that child should be placed for adoption to final adoption order, <u>even if there was no change in status during the quarter</u>.

If an ADM (Agency Decision Maker) decision has been reversed during the current quarter, include them in the quarter for which the reversal was made (and provide a reversal date and reason) but exclude them from the cohort from the following quarter onwards.

Definitions are as recorded in the guidance for the SSDA903 return on Looked After Children unless otherwise specified.

Note that analysis on adoption breakdowns are not included as they are collected in the 903 dataset and analysed through qualitative research.

2.2 Section A: Child characteristics

A2a   Child identifier

Record your local child identifier for each child. This must be a unique ID, no longer than 10 characters, and retained from year to year. Do not use non-numeric or non-alphabetic characters.

A2b   Family identifier

Record your local adoptive family identifier for the adoptive family the child is matched or placed with. This is a unique identifier that flags each family unit, and should match up with numbers used in 'A3 family identifier' in the adopter level tab. If you do not have a family identifier (e.g. because the child has not been matched with a family, or is being placed interagency) you may leave this blank.

A3   Gender

Use the following code list:

0   Not known (gender not recorded or unknown for unborn children)
1   Male
2   Female
9   Neither (indeterminate i.e. unable to be classed as either male or female)

A4 **Date of birth**

Record date of birth using the following format: DD/MM/YYYY

A5 **Ethnic origin**

Use the following code list:

WBRI	White British	APKN	Pakistani
WIRI	White Irish	ABAN	Bangladeshi
WOTH	Any other White background	AOTH	Any other Asian background
WIRT	Traveller of Irish Heritage	BCRB	Caribbean
WROM	Gypsy/Roma	BAFR	African
MWBC	White and Black Caribbean	BOTH	Any other Black background
MWBA	White and Black African	CHNE	Chinese
MWAS	White and Asian	OOTH	Any other ethnic group
MOTH	Any other Mixed background	REFU	Refused
AIND	Indian	NOBT	Information not yet obtained

A6 **Disability**

The Disability Discrimination Act 2005 defines a disabled person as a person with a "physical or mental impairment which has a substantial and long-term adverse effect on his ability to carry out normal day-to-day activities." The condition must have lasted or be likely to last at least 12 months in order to be counted as a disability.

Record 1 (= Yes) if the child is classified as being disabled with any of the definitions listed below from the Children in Need (CIN census). Record 0 (= No) if the child has no disability. (Also see pages 23-25 of the 2013-14 CIN census Guidance Notes).

Mobility	Getting about the house and beyond
Hand function	Holding and touching
Personal care	Eating, washing, going to the toilet, dressing, etc.
Incontinence	Controlling the passage of urine or faeces
Communication	Speaking and/or understanding others
Learning Hearing Vision	Having special educational needs, etc.
Behaviour	A condition entailing behavioural difficulties, includes Attention Deficit Hyperactivity Disorder (ADHD)
Consciousness	Seizures
Autism or Asperger Syndrome	Diagnosed by a qualified medical practitioner as having classical autism or Asperger syndrome. Do not include children who have merely been identified as having an Autistic Spectrum Disorder

(ASD), e.g., by their school. This can be associated with the behaviour and learning categories above.

Other DDA   One or more of the child's disabilities under the Disability Discrimination Act 2005 does not fall into any of the above categories.

A7a   Sibling Group

Using locally-held information, record if the child is part of a sibling group of two or more that is being considered for adoption as a group. Record 1 (= Yes) if the child is being considered for adoption as part of a sibling group of two or more; or 0 (= No) if that is not the case.

A7b   Number of children placed (or planned to be placed) together as sibling group

If the answer to A7a is yes, record the number of children being considered / placed for adoption as a group.

A7c   Number of siblings placed (or planned to be placed) apart from child

Record the number of sibling being considered / placed for adoption apart from the child.

A7d   Were these children originally assessed to be placed apart

If there are siblings being placed apart from the child, record 1=Yes or 0=No if this was the original plan.

A8a   Placement provider code

Record who approved the adoptive family the child has been placed with using the following code list:

  PR1   Own provision (by the local authority)
  PR2   Other local authority provision
  PR5   Voluntary adoption agency

A8b   Placement provider URN

Record the Ofsted unique reference number (URN) of the agency providing the placement.

The URN is in the format SC999999, 999999 for Secure Training Centres or 9999999 for newly registered providers. A full table of URN codes is provided in the 'URN data' tab.

Ofsted will provide local authorities with complete lists of URNs for inspected providers which are open at any point during the collection year. Currently this is supplied on a monthly basis to named individuals, of whom there can be up to five

per authority. Local authorities nominate these individuals by contacting enquiries@ofsted.gov.uk and recipients will require a secure email address [.gsi; .gsx; .gcsx; or .cjsm.net].

2.3   Section B: Key dates and outcomes of the adoption process

Record all the relevant dates for all children at any stage of the adoption process, i.e. from decision that child should be placed for adoption to final adoption order, even if there was no change in status during the quarter. Each child should have a minimum of 2 dates recorded against them, e.g. at least B1 and B2b.

B1   Date child entered care

Record the date the child entered the current period of continuous care using the following format: DD/MM/YYYY

B2a   Date of decision that the child should be placed in a fostering for adoption (FFA) or concurrent planning placement

Record the date of decision that the child should be placed in a fostering for adoption (FFA) or concurrent planning placement using the following format: DD/MM/YYYY

This is the date on which the local authority formally decides that a child should be placed in a fostering for adoption (FFA) or concurrent planning placement. This decision must not be confused with the decision where the local authority decides that a child should be placed for adoption.

Where a child has had concurrency/FFA approved but have not yet had the decision for adoption they should still be included in the return.

B2b   Date of decision that the child should be placed for adoption

Record the date of the decision that the child should be placed for adoption using the following format: DD/MM/YYYY

This is the date on which the local authority formally decides that a child should be placed for adoption, i.e. the date the agency decision maker takes the decision to endorse the proposed adoption plan for the child.

B3   Date of Placement Order or Freeing Order

Record the date a Placement order or Freeing order was granted using the following format: DD/MM/YYYY

This can be ascertained from the date when a child's legal status has changed to E1 (Placement order granted) or D1 (Freeing order granted).

B4   Date child was matched to prospective adopters

Record the date the child was matched to particular prospective adopters or with dually approved foster carers/adopters for FFA using the following format: DD/MM/YYYY

This is the date on which the local authority formally decides that the child should be placed for adoption with the particular prospective adopters. If the child is adopted by the foster carer or relatives with whom he/she is already placed, the date of decision (B2b) should be entered for this data item.

Previously: "This is the date on which the local authority formally decides that the child should be placed for adoption with the particular prospective adopter(s). This decision will be made after the adoption panel has made its recommendation on this matter (regulation 33(1) of the Adoption Agencies Regulations 2005)."

B5a   **Date the child was placed for fostering in FFA or concurrent planning placement**

Record the date the child is placed for fostering in FFA or a concurrent planning placement using the following format: DD/MM/YYYY

This is the date that child goes to live with the prospective dually approved foster carers who are likely to adopt them. It does not mean that the child has been adopted.

B5b   **Date the child was placed for adoption with prospective adopters**

Record the date the child is placed for adoption with particular prospective adopters using the following format: DD/MM/YYYY. Or, if the child was placed with their foster carers or were in a FFA/concurrent planning placement, record the date this placement changed from a foster placement to an adoption placement.

This is the date that child goes to live with the prospective adopters who will adopt them. It does not mean that the child has been adopted.

B6   **Date child was placed with the foster carer**

If the child was adopted by their foster carer, enter the date they were placed with the foster carer using the following format: DD/MM/YYYY

B7   **Date of Adoption Order**

Record the date an Adoption order was granted using the following format: DD/MM/YYYY

This can be ascertained from the date when a child's episode of care ceased due to E11 (Adopted - application for an adoption order unopposed) or E12 (Adopted – consent dispensed with by court)

B8   **Placement at adoption**

Record one of the following placement types:

A3   Placed for adoption with parental/guardian consent with current foster carer (under section 19 of the Adoption and Children Act 2002) or with a Freeing order where parental/guardian consent has been given under section 18(1)(a) of the Adoption Act 1976

A4   Placed for adoption with parental/guardian consent not with current foster carer (under section 19 of the Adoption and Children Act 2002) or with a Freeing order where parental/guardian consent has been given under section 18(1)(a) of the Adoption Act 1976

A5   Placed for adoption with placement order with current foster carer (under section 21 of the Adoption and Children Act 2002) or with a Freeing order where parental/guardian consent was dispensed with under section 18(1)(b) the Adoption Act 1976

A6   Placed for adoption with placement order not with current foster carer (under section 21 of the Adoption and Children Act 2002) or with a Freeing order where parental/guardian consent

B9   FFA/concurrent planning adoptions with same carer

Flag if the FFA adoption was completed with the same carer recording 1=Yes or 0=No.

2.4   Section C: Reversals and disruptions

C1a   Date of decision that the child should no longer be placed for adoption

Record the date that the local authority formally decides that a child should no longer be placed for adoption using the following format: DD/MM/YYYY

C1b   Reason why the child should no longer be placed for adoption

Record one of the following reason codes:

RD1   The child's needs changed subsequent to the decision
RD2   The court did not make a placement order
RD3   Prospective adopters cannot be found
RD4   Any other reason

C2   Date of disruption

Record date that adoption placement was disrupted prior to adoption order. If the decision to place the child for adoption has been reversed, record this information in C1a and C1b instead of C2.

C3   Family-finding

Record one of the following to indicate whether your authority is actively seeking adoptive families for this child:

1   Currently family finding for this child
2   Not family-finding, order currently being appealed / revoked
3   Not family-finding, family found, but not yet formally matched at panel
4   Not family-finding, other reason

3. Adopter level guidance

3.1 Overview

This section relates to the "Adopter level" tab of the data collection template.

Record <u>one row per adopter</u>. Where the adoptive family is a couple, two rows should be provided. Each adopter will have their own record for the adopter characteristics in section A but the dates for each stage of the process in section B will be identical. If you currently only collect data at adoptive family level, this will be accepted, but note whether this is a one or two-person adopter family in the comments column.

Information should be recorded <u>for all prospective adopters at any stage of the adoption process</u>, i.e. from application (or start of Stage 1) to final adoption order, <u>even if there was no change in status during the quarter</u>. Include all prospective adopters who have made an application to your agency, even if they are being matched to children from another local authority. Adopters should be removed from the cohort in the quarter after the adoption order. So, if an adopter received an adoption order in quarter 1 2014-15, include them in the quarter 1 return but remove them from the quarter 2 2014-15 return. If adopters are no longer going through the recruitment process for any other reason, enter the date of leaving the process (C2a) and reason for leaving the adoption process (C2b) and exclude them from the cohort in the following quarters return.

Note that we only require information about prospective adopters who have made an application; <u>you do not need to include people who have only made enquiries</u>.

If an adopter's recruitment process is put on hold due to circumstances beyond the agency's control, remove them from the cohort until the process restarts. Use the comments column to let us know that this has happened.

If an adopter applies to adopt again having already been through the process, use a different adopter and family identifier and let us know in the comments column.

3.2 Section A: Adopter characteristics

A2 Individual adopter identifier

Record your local adopter identifier for each (prospective) adopter. Each member of an adoptive family needs their own unique adopter identifier.

A3 Family identifier

Record your local adoptive family identifier for each (prospective) adoptive family. This is a unique identifier that flags each family unit. For example, <u>a couple should share one family identifier in A3 but two individual adopter identifiers in A2</u> (each with their own line with A3 replicated for both). These will have their own records for items in section A but dates for section B will be identical. If you do not currently collect family identifiers, please make one up for the purposes of this return.

A4   **Gender** - Use the following code list:

0	Not known	2	Female
1	Male	9	Neither

A5   **Date of birth**

Record date of birth using the following format: DD/MM/YYYY

A6   **Religion**

Use the following code list:

Bu	Buddhist	Je	Jewish	Ot	Other
Ch	Christian	Mu	Muslim	Re	Refused
Hi	Hindu	No	None	Na	No information available

A7   **Sexual Orientation**

Use the following code list:

He	Heterosexual	Ga	Gay	Ot	Other
Le	Lesbian	Bi	Bisexual	Re	Refused
				Na	No information available

A8   **Ethnic Origin**

Use the following code list:

WBRI	White British	APKN	Pakistani
WIRI	White Irish	ABAN	Bangladeshi
WOTH	Any other White background	AOTH	Any other Asian background
WIRT	Traveller of Irish Heritage	BCRB	Caribbean
WROM	Gypsy/Roma	BAFR	African
MWBC	White and Black Caribbean	BOTH	Any other Black background
MWBA	White and Black African	CHNE	Chinese
MWAS	White and Asian	OOTH	Any other ethnic group
MOTH	Any other Mixed background	REFU	Refused
AIND	Indian	NOBT	Information not yet obtained

A9   **Disability**

The Disability Discrimination Act 2005 defines a disabled person as a person with a "physical or mental impairment which has a substantial and long-term adverse effect on his ability to carry out normal day-to-day activities." The condition must have lasted or be likely to last at least 12 months in order to be counted as a disability. Record 1 (= Yes) if the adopter is classified as being disabled under this definition. Record 0 (= No) if the adopter has no disability.

A10   Relationship status

Use the following code list:

SIN	Single	OTH	Other
MAR	Married	REFU	Refused
CIV	Civil partnership	NOBT	Information not yet obtained
CLM	Male/female partnership		
SSP	Same sex partnership		

A11   Was the (prospective) adopter the child(ren)'s foster carer originally?

Flag if the (prospective) adopter was originally looking after the child(ren) as part of a foster care arrangement that has since switched to an adoptive placement using 1=Yes and 0=No.

A12   Is the (prospective) adopter fostering for adoption?

Flag if the (prospective) adopter is fostering for adoption (FFA) or has a concurrent planning placement using 1=Yes and 0=No.

If their placements are converted to adoption keep the FFA flag as '1'. If the plan changes and the adopter is matched to a new child and they are no longer FFA change this flag to '0'.

A13a   Was the child in care of your own LA? [LAs only]

Flag whether the child(ren) that have been placed with the adopter was in your local authority's care (=1) or that of another local authority (=0).

A13b   URN of child's LA

Record the Ofsted unique reference number (URN) of the local authority in which the child is in care.

The URN is in the format SC999999, 999999 for Secure Training Centres or 9999999 for newly registered providers. A full table of URN codes is provided in the 'URN data' tab.

Ofsted will provide local authorities with complete lists of URNs for inspected providers which are open at any point during the collection year. Currently this is supplied on a monthly basis to named individuals, of whom there can be up to five per authority. Local authorities nominate these individuals by contacting enquiries@ofsted.gov.uk and recipients will require a secure email address [.gsi; .gsx; .gcsx; or .cjsm.net].

3.3   Section B: Key dates and outcomes of the adoption process

B1   Date enquiry received

Record the date prospective adopter made initial enquiry (if available) using the following format: DD/MM/YYYY

This is the first contact made by the prospective adopter about becoming an adopter to the adoption agency by the specific adopter.

Note that we only require information about prospective adopters who have made an application; you do not need to include people who have only made enquiries.

If the adopter is going through the new two stage process, complete sections B2-B5. If the adopter is going through the original approval process, complete sections B6-B7.

It is not necessary to provide information for both.

B2   Date Stage 1 started

Record the date the agency notifies the potential adopter that it receives the registration of interest using the following format: DD/MM/YYYY

B3   Date Stage 1 ended

Record the date the agency notifies the prospective adopter of their decision that they may be suitable to adopt and can progress to Stage 2 using the following format: DD/MM/YYYY

B4   Date Stage 2 started

Record the date the agency receives written notification from the prospective adopter that they wish to proceed into assessment using the following format: DD/MM/YYYY

B5   Date Stage 2 ended

Record the date the agency notifies the prospective adopter of the Agency Decision-Maker (ADM) decision using the following format: DD/MM/YYYY

B6   Date application submitted

Record the date prospective adopter submitted their application using the following format: DD/MM/YYYY

B7   Date application approved

Record the date the Agency Decision-Maker (ADM) approves the prospective adopter using the following format: DD/MM/YYYY

B8   Date adopter matched with child(ren)

Record the date the prospective adopters were matched with child(ren) using the following format: DD/MM/YYYY

This is the date on which the local authority formally decides that the child should be placed for adoption with the particular prospective adopters. If the child is adopted by the foster carer or relatives with whom he/she is already placed, the date of the decision that the child should be adopted should be entered for this data item.

B9   Date child/children placed with adopter(s)

Record the date the child is placed for adoption with particular prospective adopters using the following format: DD/MM/YYYY. Or, if the child was placed with their foster carers or were in a FFA/concurrent planning placement, record the date this placement changed from a foster placement to an adoption placement.

B10   No. of children placed

This is the total number of children placed with the approved adopter's adoptive family. i.e. if a couple adopted two children, each adopter should have two children recorded in this cell.

B11   Date of Adoption Order

Record the date an Adoption order was granted using the following format: DD/MM/YYYY

3.4   Section C: Disruptions

C1   Is the adopter repeating the process?

Flag if the adopter is going through the process again following an earlier adoption using 1=Yes and 0=No.

C2a   Date of leaving adoption process

Record the date that the adopter left the process in the following format DD/MM/YYYY. This may include both prospective adopters who left during the recruitment process, and adopters who withdraw from the adoption process at any point after approval.

C2b   Reason for leaving adoption process

Record the reason for leaving the process using the following code list:

    1   Adopter withdrew from process
    2   Process put on hold
    3   Application refused

C3   **Date of disruption of adoption placement**

Record date that the adoption placement was disrupted prior to adoption order using the following format: DD/MM/YYYY.

C4   **Date process restarted**

If process was put on hold, please provide the date that the process restarted using the following format: DD/MM/YYYY.

4. Special Guardianship Orders (SGOs)

This section of the return is required from local authorities on a <u>quarterly</u> basis.

The information is required at <u>aggregate</u> level, not child level as in the adoption return.

Provide the total number in the quarter of SGO applications made and the number of SGOs that have been granted during the quarter, broken down by whether they are from care or not.

Where multiple applications have been made for the same child, e.g. from different family members, please only include the child once in the count.

Provide breakdowns based on:

- Gender
- Age
- Ethnicity (where "white" is WBRI defined as WBRI, WIRI, WOTH, WIRT and WROM)
- Who the Special Guardian was: "grandparent", "other family", "friend / existing relationship", "former foster carer", "other carer" (if grandparent, other family or friend were also the former foster carer, please record as either "grandparent", "other family" or "friend")
- Sibling group (please record the number of children that belong to a sibling group rather than the number of sibling groups)
- The number of SGOs granted with a supervision order
- The number of SGOs applied for / granted for children who had previously had an ADM adoption decision

More information about special guardianship, including regulations and statutory guidance, can be found at: https://www.gov.uk/government/publications/special-guardianship-guidance

The statutory guidance clearly sets out the responsibilities of local authorities in relation to special guardianship applications.

5. Other data

5.1 Adoption support

This section of the return was formerly collected by Ofsted in section D of the adoption dataset.

The information is required at <u>aggregate</u> level, not child level as in the adoption return, and will be collected on an annual basis. This return therefore covers the 12-month period between 1 April 2016 and 31 March 2017.

Requests for adoption support and assessments (LAs only)
Only local authorities are required to submit data about numbers of requests for adoption support.

Provide the number of requests for post-adoption support that were received during the 12-month period (1 April 2016 to 31 March 2017). All formal requests received during the year should be counted, irrespective of when the final adoption order may have been granted. Informal assistance or enquiries should not be counted.

Of these requests, provide further breakdowns based on the outcome of the assessment or whether the assessment was still ongoing:

- How many assessments resulted in the provision of support

- How many assessments did not result in the provision of support

- How many assessments were still being carried out at 31 March 2017

Pre-adoption support, post-adoption support and support to adult adoptees (LAs and VAAs)
These three sections all follow the same format and methodology: the questions request numbers of support packages provided during the year, with further breakdowns of the funding source and the provider type for the support. The distinction between each of the three sections is the recipient of the support:

- Pre-adoption support. This is support provided to families undertaking the adoption process. The support was required and provided prior to the granting of the final adoption order.

- Post-adoption support. This is support provided to families who have adopted. The support was required and provided during the year, irrespective of when the final adoption order was granted.

- Support to adult adoptees. This is support provided to adults who were adopted as children.

Both local authorities and VAAs are required to submit data about adoption support packages provided.

Local authorities should provide data about all adoption support packages provided during the 12-month period (1 April 2016 to 31 March 2017). This will therefore include packages that were directly provided or commissioned through other agencies, as identified in each column. For all adoption support packages, provide further breakdown of the funding source for the support.

VAAs should provide data about all adoption support packages provided during the 12-month period (1 April 2016 to 31 March 2017). The additional columns relating to adoption support packages commissioned through other agencies will not apply to VAAs. Of the adoption support packages provided by VAAs, provide further breakdown of the funding source for the support.

Contact orders
Please record the number of contact orders applied for and granted under section 51A of the Children and Families Act 2014 by whether the order allowed or prohibited contact.

5.2   Complaints and allegations

This new section of the return was formerly collected by Ofsted in section E of the adoption dataset.

The information is required at <u>aggregate</u> level, not child level as in the adoption return, and will be collected on an annual basis. This return therefore covers the 12-month period between 1 April 2015 and 31 March 2016.

Provide the total number of:

- Complaints received

- Allegations of misconduct against staff or volunteers (where a formal investigation is undertaken, into conduct regarding either employment or safeguarding concerns)

- Allegations relating to child protection against adopters or prospective adopters

- Referrals to the Disclosure and Barring Service (DBS)

5.3   Inter-country adoptions

This new section of the return was formerly collected by Ofsted in section G of the adoption dataset.

The information is required at <u>aggregate</u> level, not child level as in the adoption return, and will be collected on an annual basis.

Inter-country adoption functions
Please state whether your agency offers any services related to inter-country adoption. Record "Yes" or "No". If your agency has no involvement in inter-country adoption, populate the functions as "No" and the rest of this section will not be required to be completed.

If your agency does offer inter-country adoption services, provide data about:

- Children and young people subject to inter-country adoptions

- Sibling inter-country placements

- Children's ages when they entered the UK

- Inter-country adoptive families

Note that the time period or date is specified for each question and therefore varies throughout the section.

Some questions require data about the status of adoptions 'as at 31 March 2017'. The children and approved inter-country adoptive families should be counted according to the status of their adoption at that particular date. It includes all inter-country children and families between approval and granting of the final adoption order. Final adoption orders are either issued through a UK court or from the state or origin (for a non-convention country).

Some questions require a total count of activity during a 12-month period, such as the numbers of placement disruptions and final adoption orders 'between 1 April 2016 and 31 March 2017.

Two other questions, regarding siblings and children's ages, define the cohort of children according to a characteristic and/or activity that took place during the 12-month period. Please count children whose placements commenced between 1 April 2016 and 31 March 2017.

The time period or date that the information should reflect is indicated next to the response cell.

Annex A – LA Codes

Barking and Dagenham	301	Harrow	310	Richmond Upon Thames	318
Barnet	302	Hartlepool	805	Rochdale	354
Barnsley	370	Havering	311	Rotherham	372
Bath and North East Somerset	800	Herefordshire	884	Rutland	857
Bedford Borough	822	Hertfordshire	919	Salford	355
Bexley	303	Hillingdon	312	Sandwell	333
Birmingham	330	Hounslow	313	Sefton	343
Blackburn with Darwen	889	Isle of Wight	921	Sheffield	373
Blackpool	890	Isles of Scilly	420	Shropshire	893
Bolton	350	Islington	206	Slough	871
Bournemouth	837	Kensington and Chelsea	207	Solihull	334
Bracknell Forest	867	Kent	886	Somerset	933
Bradford	380	Kingston Upon Hull, City of	810	South Gloucestershire	803
Brent	304	Kingston Upon Thames	314	South Tyneside	393
Brighton and Hove	846	Kirklees	382	Southampton	852
Bristol, City of	801	Knowsley	340	Southend-on-Sea	882
Bromley	305	Lambeth	208	Southwark	210
Buckinghamshire	825	Lancashire	888	St Helens	342
Bury	351	Leeds	383	Staffordshire	860
Calderdale	381	Leicester	856	Stockport	356
Cambridgeshire	873	Leicestershire	855	Stockton-On-Tees	808
Camden	202	Lewisham	209	Stoke-On-Trent	861
Central Bedfordshire	823	Lincolnshire	925	Suffolk	935
Cheshire East	895	Liverpool	341	Sunderland	394
Cheshire West and Chester	896	Luton	821	Surrey	936
City of London	201	Manchester	352	Sutton	319
Cornwall	908	Medway Towns	887	Swindon	866
Coventry	331	Merton	315	Tameside	357
Croydon	306	Middlesbrough	806	Telford and Wrekin	894
Cumbria	909	Milton Keynes	826	Thurrock	883
Darlington	841	Newcastle Upon Tyne	391	Torbay	880
Derby	831	Newham	316	Tower Hamlets	211
Derbyshire	830	Norfolk	926	Trafford	358
Devon	878	North East Lincolnshire	812	Wakefield	384
Doncaster	371	North Lincolnshire	813	Walsall	335
Dorset	835	North Somerset	802	Waltham Forest	320
Dudley	332	North Tyneside	392	Wandsworth	212
Durham	840	North Yorkshire	815	Warrington	877
Ealing	307	Northamptonshire	928	Warwickshire	937
East Riding of Yorkshire	811	Northumberland	929	West Berkshire	869
East Sussex	845	Nottingham	892	West Sussex	938
Enfield	308	Nottinghamshire	891	Westminster	213
Essex	881	Oldham	353	Wigan	359
Gateshead	390	Oxfordshire	931	Wiltshire	865
Gloucestershire	916	Peterborough	874	Windsor and Maidenhead	868
Greenwich	203	Plymouth	879	Wirral	344
Hackney	204	Poole	836	Wokingham	872
Halton	876	Portsmouth	851	Wolverhampton	336
Hammersmith and Fulham	205	Reading	870	Worcestershire	885
Hampshire	850	Redbridge	317	York	816
Haringey	309	Redcar and Cleveland	807		

Annex B – VAA Codes

Action for Children Adoption	VAA1
Adopt Together (Faith in Families)	VAA2
Adopters for Adoption	VAA3
Adoption Focus	VAA4
Adoption Matters North West	VAA5
Adoptionplus	VAA6
Adoption UK (Associate member)	VAA7
After Adoption	VAA8
ARC Adoption North East	VAA9
BAAF	VAA10
Barnardo's	VAA11
Cabrini Children's Society	VAA12
Caritas Care	VAA13
CCS Adoption	VAA14
Coram Adoption and Permanent Families Service	VAA15
Coram-Cambridge	VAA16
DFW Adoption	VAA17
Families for Children	VAA18
Family Care	VAA19
Family Care Society, Belfast	VAA20
Family Futures CIC	VAA21
Intercountry Adoption Centre	VAA22
New Leaf Adoption	VAA23
Nugent Care	VAA24
Parents and Children Together (PACT)	VAA25
Scottish Adoption	VAA26
SSAFA	VAA27
St Andrew's Children's Society Edinburgh	VAA28
St David's Children Society Cardiff	VAA29
St Francis' Children's Society	VAA30
St Margaret's Children & Family Care, Glasgow	VAA31
TACT	VAA32
TCC The Children's Centre, Isle of Man	VAA33
Yorkshire Adoption Agency	VAA34