

Disruption report

Agency guide

September 2023

We can provide a Chair for your disruption meeting as part of our consultancy services.

Disruption is the premature ending of an adoption, it can occur during introductions, and before or after a court order is made for adoption. When and how an adoption disrupts will make a fundamental difference to the child, the prospective adopters, the previous foster carers, the birth family, and the agencies concerned. But whether pre- or post-adoption order, and whatever the cause and manner of disruption, and however long or short the placement has been, there will be pain, anger, loss, guilt, resentment, and very often at least some sense of relief.

For a disruption meeting to fulfil its purposes, including some closure for those involved it is strongly recommended that they should be in person and not virtual. However, it may be helpful for adopters and foster carers to attend an in person meeting virtually. Where meetings cannot be in person, the professionals should all meet online and not use a hybrid model.

Purpose

The purpose of a disruption meeting is to:

- create a safe and non-judgmental space to enable participants to share information and feelings about the placement process and the disruption
- without assigning blame, facilitate increased understanding of everyone's actions and points of view
- explore all the factors that may have contributed to disruption
- explore and identify the current needs of the child, the adopters, the birth family and the agency or agencies
- formulate or contribute to future plans for the child based on what has been learned from the disruption
- highlight areas for development in policy and practice

Roles and responsibilities

Agency contact

We ask you to:

- Outline the period for completing the meeting.
- Confirm you will provide a minute taker (CoramBAAF can provide on request).
- Send a signed copy of the contract to training@corambaaf.org.uk before the pre-meeting.
- Arrange a venue, refreshments etc. for in person meetings.
- Arrange a pre-meeting to brief the Chair and provide all documents they need to prepare (see below).
- Invite all the participants agreed with the Chair (see below "Who should attend").



- Agree with the Chair if they need to meet with anyone outside the meeting, potentially adopters and in other exceptional circumstances
- Send the agenda to all participants at least one week before the meeting.
- Send the minutes to the Chair as soon as possible after the meeting, ideally within 2 weeks.
- Distribute the report to all relevant parties.
- Organise follow-up meetings within the children's services department in order to discuss the Chair's report and monitor action resulting from the meeting and the report.

The Chair

- Prepare for the meetings, this will normally include a pre-meeting with the agency contact.
- Liaise with the agency contact to arrange to gather all the information the Chair needs to prepare. This could be in meetings with connected parties or through questionnaires.
- Agree with the agency contact who should be present at the meeting.
- Copy CoramBAAF into arrangements for meetings.
- Set the agenda and timings for meeting.
- Agree the timing for paperwork to be provided
- Chair the meeting, setting an appropriate tone and ensuring that contributions from all parties are heard fairly.
- Approve the minutes of the meeting.
- Write the report and recommendations using the template attached and in line with CoramBAAF writing style and language guidelines.
- Submit report to CoramBAAF within 2 weeks of receiving the minutes.
- Password protect their draft report and send to Training, Consultancy and Events Manager at CoramBAAF for proof reading.
- Maintain confidentiality throughout.

We recognise the benefits of meeting in person and therefore it is strongly recommended that disruption meetings take place in person. Where this is impossible, the agency will also be responsible for setting up and distributing links for virtual meetings. There should also be support provided for any participants who will struggle to access an online meeting.

CoramBAAF

- Provide an impartial and competent Chair with extensive experience in adoption and experience of Chairing complex meetings. They will not have been involved in the placement, will possess only basic knowledge of the case prior to the meeting and will hold no direct responsibility for what happens to the child in the future.
- Liaise with the agency contact to agree the choice of Chair and dates for the meeting.
- Send a contract for services.
- Proof read and format the Chair's report and recommendations within 1 week of receiving it.
- Provide the agency with the Chair's report and recommendations within 3 weeks of the Chair receiving the minutes.
- Maintain confidentiality.

The report

The minutes of the meeting will capture the discussions from the meeting as well the facts of the participants' reflections. After the meeting, the minute taker is requested to send the minutes to the Chair for approval. Once approved they will send to the agency contact.



The Chair will produce a report which is an analysis of the evidence presented during the meeting and the discussions with all parties.

We are committed, where possible, to sending the final report to the agency contact within 4 weeks of receiving the minutes.

Appendix

Sample report template



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Disruption report



Child name d.o.b. DD month YYYY
Date | Time | Venue

Please read this report in conjunction with the formally approved minutes of the meeting.

In attendance

Apologies

Welcome, introductions and purpose of the meeting

Agencies involved
Placing Local Authority
Adopters' agency
Agency responsible for family finding

Details of the birth and adoptive families

Birth family

(Name of mother)	d.o.b. DD.MM.YYYY
(Name of father)	d.o.b. DD.MM.YYYY
(Siblings)	d.o.b. DD.MM.YYYY

Adoptive family

(Name of adoptive parent)	d.o.b. DD.MM.YYYY
(Name of adoptive parent)	d.o.b. DD.MM.YYYY

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The meeting focussed on the following aspects:

The child's history

The child's preparation for adoption and understanding of their needs

The assessment and preparation of prospective adopters

Adopter/approval panel

Linking and matching

Introductions and transitions

Adoption placement and reviews

Disruption of placement

Summing up and recommendations

Additional reflections and recommendations

Name of chair

Title

Date of report DD Month YYYY