**Quick Charms Recording Guide Adoption**

Enquiry - Information Pack Sent

Enquiry – Your Data Service Information & Privacy Notice   
Enquiry – Information Event/Meeting Attended

Enquiry - Initial home visit

Assessment – Registration of interest accepted (stage 1 start)

\*Current situation changed to Assessment Stage 1

Assessment – Your Data Service Information & Privacy Notice   
Assessment – Stage 1 Agreement Complete

Assessment – Preparation training started

Assessment- Stage 1 complete

Assessment - Invitation to move to Stage 2 accepted (stage 2 start)

\*Current situation changed to Assessment Stage 2

Assessment – Stage 2 Agreement Completed

Assessment- Mid Assessment Review

Approved – ADM Decision

Approved – ADM Letter

Assessment- Stage 2 complete

\* Current situation to be changed to Approved

Approved – Your Data Service Information & Privacy Notice   
Approved – Family Finding

Approved – Adopter Handbook sent

Approved – Family profile

Approved – Details sent to Adoption Register

Approved – Adopter home visit

Approved – Linked

\*Change Current Situation to Linked

Approved - Matching Assessment Completed

Approved – Matching Panel Decision

Matched – Match agreed at Panel

Approved – Matching Panel Decision

\*Change current situation to Matched

Approved – Adoption Placement Planning Meeting

Approved - Safer Caring Plan

Approved – Post placement safety risk assessment  
Approved – Adoption Placement Plan  
Approved – Introductions midway review

Matched – Adoption Support Plan   
Matched - LAC Documentation received

\*When child placed change current situation to Approved – Adoption Placement

Placed – Welcome Pack

Placed - LAC review  
Placed - Care Plan   
Placed – Registered with GP/Dentist/Optician  
Placed – Strategy Meeting   
Placed – Notifiable Event   
Placed – Your Data Service Information & Privacy Notice   
Placed – Adoption Order granted  
Placed – File Audit

Approved – Case discussion

Approved – Contact

Approved – Contact out of hours

Approved – Court report completed

Approved – Annual Review

Approved – ADM Decision Review

Assessment/Approved – Police Check received

Assessment/Approved – LA/Trust check received

Assessment/Approved – Medical received from medical advisor

Approved – Complaint received

Approved – Complaint outcome

Approved – File Audit

Approved – Transfer Protocol Meeting completed

Approved – Resignation