

## NSW ADOPTION STANDARDS

*Current as at 29 October 2014\**

Status	Domestic only	Intercountry only	Domestic and intercountry	Additional information
<b>Chapter 1 Casework practice</b>				
<b>1.1 Assessment, access and referral</b> Children for whom adoption is being considered will have timely access to appropriate services based on a thorough assessment of their needs and family situation to determine their best interests.	CORE	NOT APPLICABLE	CORE	
<b>1.2 Case planning</b> The adoption service provider will use an individual case planning approach based on the best interests of the child to be adopted.	CORE	CORE	CORE	
<b>1.3 Casework with parents considering adoption</b> Parents are provided with comprehensive information and casework support before, during and after making their decision to have their child adopted.	CORE	NOT APPLICABLE	CORE	
<b>1.4 Placement meets the needs of children</b> The adoption service provider will identify, assess and select the adoptive parents who meet the best interests of each child to be adopted.	CORE	CORE	CORE	
<b>1.5 Transition to adoption</b> Transition to the care of the adoptive parents will include casework with the adoptive parents and other services to optimise outcomes for the child.	CORE	CORE	CORE	
<b>1.6 Casework with the child</b> Casework or age-related interventions are provided to prepare the child for adoption.	CORE	NOT APPLICABLE	CORE	
<b>1.7 Intrafamily adoption</b> Information, guidance and support are offered to families who seek to adopt children to whom they are related.	OPTIONAL CORE*	NOT APPLICABLE	OPTIONAL CORE*	*subject to a condition
<b>1.8 Participation in decision making</b> Participation of the child to be adopted in decisions relating to their own care is actively promoted. Families will be involved in decision making about their	CORE	NOT APPLICABLE	CORE	

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children's care and placement where possible.				
<b>1.9 Supreme Court applications</b> Adoption service providers have qualified personnel and the skills necessary to work with and comply with the <i>Adoption Act 2000</i> , including Supreme Court requirements regarding adoption.	CORE	CORE	CORE	
<b>1.10 Liaison with overseas countries</b> The adoption service provider has appropriate links with overseas bodies in the context of state, national and international requirements and contributes to a cooperative and open working relationship with the NSW Central Authority.	NOT APPLICABLE	CORE	CORE	
<b>1.11 Monitoring care and placements and reviewing case plans prior to the adoption order</b> There is timely and sensitive monitoring, including post placement supervision, of the care and the placement prior to the adoption order being made to ensure the placement meets the best interests of the child. For intercountry adoption, there is provision for meeting the requirements (if any) of specific countries for post adoption order reporting.	CORE	CORE	CORE	
<b>Chapter 2 Management of potential and prospective adoptive parents</b>				
<b>2.1 Recruitment, approval and selection of adoptive parents</b> Suitable persons are recruited and selected as adopting parents.	CORE	CORE	CORE	
<b>2.2 Education and training of adoptive parents</b> The adoption service provider provides education and training to assist potential adoptive parents decide whether to apply for adoption and to prepare them for the particular responsibilities of adoptive parenthood.	CORE	CORE	CORE	
<b>Chapter 3 Care to be provided in pre-adoptive and adoptive placements</b>				
<b>3.1 Care environment for the child</b> The adoption service provider is able to articulate its expectations regarding the care to be provided to children, including addressing their developmental, physical, emotional, religious upbringing (if any), health and educational needs in a safe and nurturing home, as well as promoting openness regarding adoption.	CORE	CORE	CORE	

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<b>3.2 Identity and cultural heritage</b> The practices of the adoption service provider preserve and promote the identity (including name), language, religion and the racial and cultural heritage of the child, including for intercountry adoption, in all dealings with the overseas country.	CORE	CORE	CORE	
<b>3.3 Life experiences prior to adoption</b> The adoption service provider offers referrals to services or support where available, to meet the needs of children who have experienced trauma, significant loss, neglect, abuse, multiple or institutional placements, before being placed in an adoptive placement.	CORE	CORE	CORE	
<b>3.4 Children with special needs</b> Special support, training and resources are identified and referrals made, where services are available, for children with a special need or disability and for their adoptive families.	OPTIONAL CORE*	<b>NOT APPLICABLE</b>	OPTIONAL CORE*	<b>*subject to a condition</b>
<b>Chapter 4 Rights, confidentiality and complaints</b>				
<b>4.1 Rights of children, their birth families and adoptive applicants and parents</b> The rights of children, their birth families, adoptive applicants and adoptive parents are upheld and promoted and they are assisted to exercise these rights.	CORE	CORE	CORE	
<b>4.2 Confidentiality and privacy</b> The rights of children, their birth families, adoptive applicants and adoptive parents to confidentiality and privacy are maintained.	CORE	CORE	CORE	
<b>4.3 Complaints and appeals</b> The adoption service provider operates and promotes a fair complaints system that is accessible and transparent to all and informs parties to adoption of their external rights to appeal.	CORE	CORE	CORE	
<b>4.4 Conflict of interest</b> The adoption service provider ensures that all its personnel (staff, contractors, students and volunteers) are not placed in situations that can result in conflicts	CORE	CORE	CORE	

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between their personal and professional interests, roles and responsibilities.				
<b>Chapter 5 Adoption records</b>				
<b>5.1 Management of the adoption record system</b> There is an integrated and well-managed record system to document casework and essential information, which is accessible and confidential.	CORE	CORE	CORE	
<b>5.2 Content of adoption records</b> Significant and comprehensive information relating to the circumstances of the adoption of each child is obtained and recorded including compulsory requirements.	CORE	CORE	CORE	
<b>5.3 Adoption information</b> Assistance in accessing adoption information is provided in line with the requirements of the <i>Adoption Act 2000</i> .	CORE	CORE	CORE	
<b>Chapter 6 Post adoption order services</b>				
<b>6.1 Post adoption support</b> After the adoption order is made, referral and support is available to children and their birth and adoptive families.	CORE	CORE	CORE	
<b>6.2 Adult information and support</b> The adoption service provider offers referral regarding support and information services to adopted people over the age of 18 years, their birth parents and other interested parties.	CORE	CORE	CORE	
<b>Chapter 7 Working with other agencies and liaison with the community</b>				
<b>7.1 Knowledge of community needs and resources</b> Contact is maintained with a wide range of community services and groups to ensure the adoption service provider can advise adoption stakeholders on access to resources.	SUPPORTING	SUPPORTING	SUPPORTING	
<b>7.2 Liaison with other service providers</b> The adoption service provider liaises and works cooperatively with other agencies providing services to children, young people and their families to ensure maximum	CORE	CORE	CORE	

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benefit to their clients.				
<b>7.3 Service visibility and publicity</b> Services and functions of the adoption service provider are publicised to ensure parties to the adoption can use them.	CORE	CORE	CORE	
<b>7.4 Knowledge of the overseas countries' services</b> The adoption service provider develops and maintains up-to-date knowledge about the social, government and community structures within the overseas country from where a child comes.	NOT APPLICABLE	CORE	CORE	
<b>Chapter 8 Organisational management</b>				
<b>8.1 Organisational accountability</b> The adoption service provider has effective structures and processes for overall management and accountability in all aspect of its work.	CORE	CORE	CORE	
<b>8.2 Teamwork and cooperation</b> Teamwork and cooperation are encouraged between all staff in the organisation and with relevant external bodies.	SUPPORTING	SUPPORTING	SUPPORTING	
<b>8.3 Financial and administrative systems</b> The adoption service provider has efficient and effective financial and administrative systems to support management and accountability.	SUPPORTING	SUPPORTING	SUPPORTING	
<b>8.4 Management information systems</b> Information about staff, clients and activities is systematically collected and recorded.	SUPPORTING	SUPPORTING	SUPPORTING	
<b>8.5 Premises and equipment</b> Premises that are accessible and secure and include adequate facilities for all functions performed by an adoption service provider, in relation to the adoption of children, including facilities for confidential interviews. Appropriate and well maintained equipment is provided for use by staff in their work.	CORE	CORE	CORE	

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<b>Chapter 9 Planning, evaluation and service development</b>				
<b>9.1 Planning processes</b> Planning for activities and services is undertaken to ensure resources are directed to identified goals and priorities.	SUPPORTING	SUPPORTING	SUPPORTING	
<b>9.2 Evaluation</b> Services and programs are regularly evaluated to determine the effectiveness of the management structure and processes.	SUPPORTING	SUPPORTING	SUPPORTING	
<b>Chapter 10 Human resource management</b>				
<b>10.1 Employment, recruitment, selection and appointment</b> The adoption service provider recruits and selects appropriately skilled and experienced staff through fair and consistent processes. The agency has employment practices, which seek to ensure a stable, committed and qualified workforce.	CORE	CORE	CORE	
<b>10.2 Supervision and support</b> Adequate and appropriate supervision and support is provided to staff to help them do their work.	CORE	CORE	CORE	
<b>10.3 Training and development</b> Staff are provided with learning and further development opportunities relevant to their current position.	CORE	CORE	CORE	
<b>10.4 Work satisfaction</b> The adoption service provider has a work environment, which promotes staff satisfaction in their work.	SUPPORTING	SUPPORTING	SUPPORTING	
<b>10.5 Personnel systems</b> The adoption service provider has adequate and efficient systems and practices in matters relating to employment of staff.	SUPPORTING	SUPPORTING	SUPPORTING	

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<b>10.6 Occupational health and safety</b> The adoption service provider provides a safe working environment for its staff.	SUPPORTING	SUPPORTING	SUPPORTING	
<b>10.7 Student placements and volunteer management</b> The adoption service provider contributes to development of the future workforce by providing student placements within its resources and supervisory capacity. Where volunteers are used, they are selected and trained to maximise the effectiveness of their work.	SUPPORTING	SUPPORTING	SUPPORTING	
<b>10.8 Management bodies and governing structures</b> Managing and governing bodies engage in continuous improvement in good governance to maintain their effectiveness, including meeting the requirements of the <i>Adoption Act 2000</i> .	CORE	CORE	CORE	

\* *NSW Adoption Standards* approved by the Minister for Family and Community Services on 29 October 2014 pursuant to section 13(1) of the *Adoption Act 2000*