

# AAA-NORCAP Training Programme for Adoption Workers 2012



A Comprehensive Training Programme for  
Adoption Support Workers who work with  
Adopted Adults, Birth Parents of Adopted Adults  
Other Relatives

Four highly evaluated programmes for workers engaged in

**Birth Records Counselling**  
**Sharing Adoption Records**  
**Safe Searching Skills**  
**Providing Intermediary Services**  
**Working with Birth Relatives**

**Plus**  
**NEW – Locating and Making Contact**

Venue  
AAA-NORCAP Training Room  
Wheatley, Oxon OX33 1LU  
*(Easy access from Junction 8/8A of M40 and local bus from Oxford)*

**£125 per delegate from subscribing agencies**  
**£150 per delegate from other agencies**

Full details and booking form also available to download from our website  
[www.adultsaffectedbyadoption-norcap.org.uk](http://www.adultsaffectedbyadoption-norcap.org.uk)  
where you can read the evaluation comments from delegates  
**Book places by telephone 01865 875088 or email.**

*If you would like to commission any of these courses for your agency or consortium at a venue you provide please  
contact Clare Bower Email: [professionalenquiries@norcap.org](mailto:professionalenquiries@norcap.org) Tel: 01865 875088*

# AAA-NORCAP Training Programme for Adoption Workers 2012



## Birth Records Counselling - the statutory process- and Access to Information for adopted adults

Tuesday 19<sup>th</sup> June 2012  
09.45 to 16.15

### This day includes:

- A brief history of adoption
- Relevant Legislation and Regulations
- Working constructively with adults relinquished as babies and those who were adopted from the care system
- Preparation for the statutory interview
- Conducting a birth records counselling interview
- Information about additional services
- Court information and how to ask for discretionary information
- Locating adoption records
- The role of the Adoption Support Agency (ASA) and the Appropriate Adoption Agency(AAA)
- The challenges of finding adoption information
- Adoption records: what can be shared, what can't, and what discretion means
- Preparation of file summaries
- Complex questions concerning third party information, data protection, and variations in agency policy

## Working with Birth Relatives who wish to use Intermediary Services

Tuesday 16<sup>th</sup> October 2012  
09.45 to 16.15

This programme begins by highlighting the statutory checks and processes necessary before intermediary work for birth relatives can be undertaken. Through presentation, role play, group work and discussion delegates will identify the needs and aspirations of birth relatives requesting intermediary service. The diverse range of situations that over the 80 year period of legal adoption in the UK have led to the adoption of children will be explored. The impact of these situations upon service users will be considered.

The AAA-NORCAP model of "Revisiting the Past" as an effective tool to enlighten assessment of the service user whilst meeting his/her underlying needs will be examined and practised. Principles involved in preparing personal narratives for birth parents and the selection of key documents to include will be covered. The roles of the agency doing the work and the appropriate adoption agency will be explored and clarified. The challenges of finding adoption record information will be explained. Varied examples will be used to help delegates create narratives in situations where there is very little information available, where there is no file information available and to empower workers who are faced with multiple and complex care records when the adoption records have actually been requested.

The day will conclude with an examination of the factors to be considered in reaching the agency decision of whether or not it is appropriate to proceed.

*This course forms a stand alone programme or can be most usefully combined with the Safe Searching and/or Intermediary Work programme below for workers engaged in provision of intermediary services to birth relatives.*

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AAA-NORCAP  
112 Church  
Road  
Wheatley  
Oxon, OX33 1LU

Adoption Support Agency OFSTED Reg No:  
SC067018  
Registered Charity No: 1063428  
Reg Co No: 2744523

**Professional Enquiries**  
**Tel: 01865 875088**  
**Email: [professionalservices@norcap.org](mailto:professionalservices@norcap.org)**  
**[www.aaa-norcap.org.uk](http://www.aaa-norcap.org.uk)**

# AAA-NORCAP Training Programme for Adoption Workers 2012



## Safe Searching Skills

**Wednesday 25<sup>th</sup> April 2012 or Thursday 15<sup>th</sup> November 2012**  
**09.45 – 16.15**

This one day course begins with comprehensive input from experienced AAA-NORCAP Person Locators that details all the publicly available sources of records, how these may be accessed, the costs involved and the information that can be gained. It includes two examples of searches, one that could be done by or for an adopted adult and the other for when intermediary service is to be provided to a birth relative and the agency needs to locate the adopted person.

During the middle of the day delegates are able to work in small groups to try out the searching methodology and to use the AAA-NORCAP resources to complete a searching exercise or to undertake some searching relating to a piece of casework the delegate brings with her/him.

The final session is a review of the experience of trying to locate people and discussion of other options that may be explored if public records do not lead to location of the subject.

*This programme is useful as a stand alone session for any worker who may need to locate people; it can also most usefully follow the programmes above and precede the training on intermediary work.*

## Providing Intermediary Services

**Wednesday 20<sup>th</sup> June 2012 or Tuesday 4<sup>th</sup> December 2012**  
**09.45 to 16.15**

This training day covers the provision of service to adopted people or birth relatives who are the *applicant* from the point at which the relative sought, *the subject*, has been established. It will briefly cover the essential statutory requirements including the determination that it is appropriate to proceed, but will primarily focus upon the professional skills necessary to be an effective intermediary.

Areas covered through presentation, role play, group work and discussion will include:-

- Description of the role of the intermediary and the core skills needed to fulfil the role effectively
- Preparation of the applicant
- Making approaches, including via Facebook
- Receiving initial responses
- Support and counselling for the subject
- Helping the subject to reach an informed decision on how to respond to his/her relative's request
- Helping the applicant to understand the response of the subject
- Facilitating mutually desired contact
- Factors that cause additional complexity to casework
- Managing expectations, elation and despair
- Moving to closure

*This skills development day will prove most useful for social workers who have already participated in the Birth Records Counselling and Access to Adoption Records and/or Revisiting the Past programmes*

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**NEW**

## **Locating and Making Contact**

Thursday 21<sup>st</sup> June 2012, Wednesday 19<sup>th</sup> September 2012  
& Friday 16<sup>th</sup> November 2012

9.45 to 16.15

This workshop will cover how to search and locate a missing relative and how to progress the search if the person sought cannot be found directly. We will consider who it is appropriate to contact and the variety of ways in which both the person sought and other contacts can be approached. We will also consider how to manage making contact with a relative if in the course of the search the person sought is sadly found to have died.

- Methodology and resources used to searching
- Safe Searching- adhering to regulations and acting responsibly
- What to do next if the person sought cannot be found
- Who is it appropriate to approach?
- Making contact – we consider a wide variety of possibilities and how to manage these effectively. These will include:
  - Making contact via others – ‘fishing’
  - Making contact via Social Networking Sites
  - Making contact via internet or mobile phones
  - Making contact via other professionals
- Sharing the news of the death of the person sought with the applicant.
- Making an approach to a relative of the deceased person sought.

This workshop would usefully follow any of the other four workshops, in particular ‘Effective Intermediary Work’ or as a stand alone workshop. For those who have previously attended our other workshops this would be a good workshop to attend next!

***If you would like to commission any of these courses for your agency or consortium at a venue you provide please contact:***

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Tel: 01865 875088**