



STATEMENT OF PURPOSE

Document Control Panel			
File Name		Statement of Purpose	
Owner		Chief Executive Officer	
Approver		Board of Trustees	
History			
Date	Author's Name	Changes	Approved by Name
23/01/14		Approved	Board of Trustees
28/12/14	JW/PS	Reviewed and Updated	PS
02/02/15		Approved	Board of Trustees
Next Review Date		February 2016	

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PAC-UK **Statement of Purpose**

This document sets out the Statement of Purpose of PAC-UK as required by regulations 5 and 6 of the Adoption Support Agencies (England) and Adoption Agencies (Miscellaneous Amendments) Regulations 2005 and Standard 18 of the National Minimum Standards for Adoption in England (March 2011).

Its purpose is to:

- Provide a clear written statement of the aims and objectives of the organisation
- Accurately describe what facilities and services the organisation provides and to whom
- Confirm that the requirements of the Regulations and National Minimum Standards in respect of the monitoring and evaluation of the effectiveness and quality of the organisation's services are in place.

The Statement of Purpose is available, upon request, in a format which is appropriate to the physical, sensory and learning impairments, communication difficulties and language of the organisation's service users, staff and volunteers. Arrangements will also be made for those who are unable to understand the document to have it read, translated or explained to them.

The Statement of Purpose has been circulated to all those who work for PAC-UK, whether trustees, staff, or volunteers. A copy is provided to all new staff, or volunteers. This latest version was approved by the Board of Trustees on 2nd February 2015.

About Us

PAC-UK is a newly merged independent National Registered Adoption Support Agency following the amicable merger of two leading Adoption Support Agencies; PAC and AAY (After Adoption Yorkshire) on the 1st October 2014. We are now the largest independent Adoption Support Agency in the country. Both agencies have significant experience and expertise in providing Adoption Support Services. PAC was established in 1986 and AAY in 1994. PAC-UK's primary aim is to relieve distress, strengthen family relationships and inform and improve professional practice in relation to adoption and other permanent placements.

PAC-UK's vision is for:

'A society where children, young people and adults affected by adoption and permanence arrangements can live their lives to the full'

PAC-UK's mission is to:

'Deliver services with integrity, respect, effectiveness, compassion and without judgment to all affected by adoption and permanence arrangements'

Core values, principles and ways of working

The following values guide how we behave and make decisions. We are a learning organisation that will:

- Deliver responsive, specialist and tailored services with openness, integrity and respect by working in a professional way, using our knowledge and expertise to drive what we do
- Be independent and tenacious maintaining an informed voice

- Demonstrate extensive, innovative professional understanding with services based on evidence, measured impact/outcomes and experience
- Keep up to date and show sector leadership in developing new services constantly challenging ourselves to do better
- Demonstrate value for money and sound financial management
- Be inclusive, value diversity and be committed to developing excellent services that are accessible to all.

Strategic Aims

1. Realise the benefits of the merger through the creation of a sustainable and effective organisation.
2. Expand the new organisation's influence and impact by adapting and developing it to meet current and future needs of increasing numbers of beneficiaries.

PAC-UK will:

- have confidence in its quality control systems including performance management
- have service user feedback systems that are both output and outcome based
- develop its position as a leader in the provision of adoption support

In identifying the staffing structure needed for the newly merged organisation it is accepted that the current adoption landscape provides PAC-UK with opportunities to expand its services and become a national organisation. It is essential to ensure that the staffing structure adapts to the changing environment and offers value for money. The competitive strength of PAC-UK is built on a combination of reputation, innovation and quality on the one hand and competitive pricing on the other.

Through achievement of our Mission we will provide for:

- 1. Service users**
 - Timely access to services
 - Relief from some of the distress and upset concerning past attachments, losses, traumas, transitions and contact
 - More harmonious, better functioning family and/or other relationships
 - A stronger sense of identity
 - Improved outcomes for children in adoptive and other permanent placements
 - Increased social inclusion for parents who lose children to adoption/other permanent placements
 - Effective and innovative training for carers and professionals
 - A responsive service that listens to feedback from evaluation surveys and acts upon it
- 2. Local authority partners**
 - High quality, innovative and outcome evidenced services
 - Easily accessed services
 - 'Best value' services
 - Cutting edge training
- 3. Staff**
 - High levels of job satisfaction, training and support to enable them to deliver a top quality service to our clients and fulfil their potential
- 4. Our financial donors**
 - A well-run organisation that delivers reputable best quality and value services

5. Our community

- A good neighbour that contributes to the cohesion of the community

PAC-UK's corporate objectives are to:

Objective 1

Deliver consistently excellent service

This is achieved by:

- Ensuring consistency between commissioners' needs and expectations and services delivered
- Ensuring all services comply with the letter and spirit of regulations and standards
- Ensuring our staff are trained, supported, motivated and equipped with the skills to provide the services required
- Developing training initiatives responding to and where possible anticipating developments in the sector
- Analysing and responding to the activities of our competitors, the current market place and future developments to ensure we keep our competitive advantages
- Achieving a widely recognised Quality Mark

Outcome: Services are appropriate to the needs of users, are compliant with regulations and exceed national minimum standards, making PAC-UK the 'provider of choice'.

Objective 2

Enhance PAC-UK image and profile

This will be achieved by:

- Communicating PAC'-UK identity
- Developing PAC-UK's website and publicity material in a manner that is fit for the future
- Increasing exposure through the development of a marketing and communications strategy
- Further developing links with relevant bodies

Outcome: We are well known for all we do

Objective 3

Continue to develop a highly motivated and capable staff team

(Including volunteers and sessional workers)

This is achieved by:

Recruiting and retaining a diverse staff team that has the required skills and knowledge to provide PAC-UK's range of services

Retaining a staff team that is fully committed to the ethos and strategies of PAC-UK

Providing student placements for those in their final year of counselling and social work training

Recognising the incentives for staff including reward, recognition and development opportunities

Developing a 'can do' work ethic and culture

Ensuring staff are managed and supported appropriately, fairly and consistently with sound performance management systems in place

Leading by example

Training all managers to fulfil their management and leadership roles

Meeting the expectation that all board members are appropriately trained in order for them to fulfil their responsibilities

Outcome: A team that consistently meets and exceeds PAC-UKs customers' service requirements.

Objective 4

Participation of stakeholders

This is achieved by:

- Providing effective management information that meets the requirements of commissioners of services and PAC-UKs board of trustees
- Providing a range of opportunities for stakeholders to be actively involved in helping steer the development of our services and organisation
- Developing and maintaining loyalty amongst our financial donors and supporters through involvement and communication with PAC-UK.

Outcome: A dialogue with Stakeholders that ensures that they contribute to the service we deliver and the way we deliver it. They will play an increasing role in the development of the organisation as we become even more focused on fulfilling their needs and expectations.

Objective 5

Sound Finances

We will achieve this by:

Full cost recovery for all core services

- Sound and timely financial management systems and reporting
- Risk assessments carried out regularly across all areas of the business
- Increasing income to enable the growth of the organisation and the development of innovative practices, for example through:
- Gaining additional Service Level Agreements (SLAs)
- Developing and expanding the adult access to records, intermediary and counselling service
- Investigating feasibility of a paid for telephone/on-line counselling service
- Building sufficient reserves
- Ensuring the organisation has sufficient resources to deliver its services

Outcome: PAC-UK is financially strong with sufficient reserves to provide for contingency planning

Objective 6

Leading innovative practice

We will achieve this by:

- Supporting the continual development of staff
- Promoting new and creative practice
- Opening our practice to research and evaluation
- Developing partnerships with one or more academic institutions
- Offering seminars, training, workshops and conferences with renowned speakers to disseminate our work.

Outcome: PAC-UK is perceived by the external world as the sector leader in adoption support

The Registered Provider

The registered provider of these services is:

Registered Office
PAC-UK London
5 Torriano Mews
Torriano Avenue
London
NW5 2RZ
Tel (office): 020 7284 0555
Tel (Advice Line south): 020 7284 5879
Email: advice@pac-ukorg.uk

PAC-UK Leeds
Hollyshaw House
2 Hollyshaw Lane
Whitkirk
Leeds
LS15 7BD
Tel (office): 0113 264 6837
Tel (Advice Line north); 0113 230 2100

In order to comply with registration requirements, we are required to identify an individual who is an officer of the organisation and who is responsible for supervising the management of the agency.

The Responsible Individual and temporary Registered Manager

Peter Sandiford - Chief Executive Officer -- HCPC registered

Qualifications – CSS (1986), CCETSW practice teacher award; Diploma in Management Studies - Management of Voluntary Organisations (University of Southampton); Qualified as social worker in 1986 and worked in children' services or training since 1973.

Care Standards Act 2000

There are no conditions currently in force in relation to the registration of PAC-UK or of the Responsible Individual/Registered Manager under Part 2 of the Care Standards Act 2000.

Leadership Team:

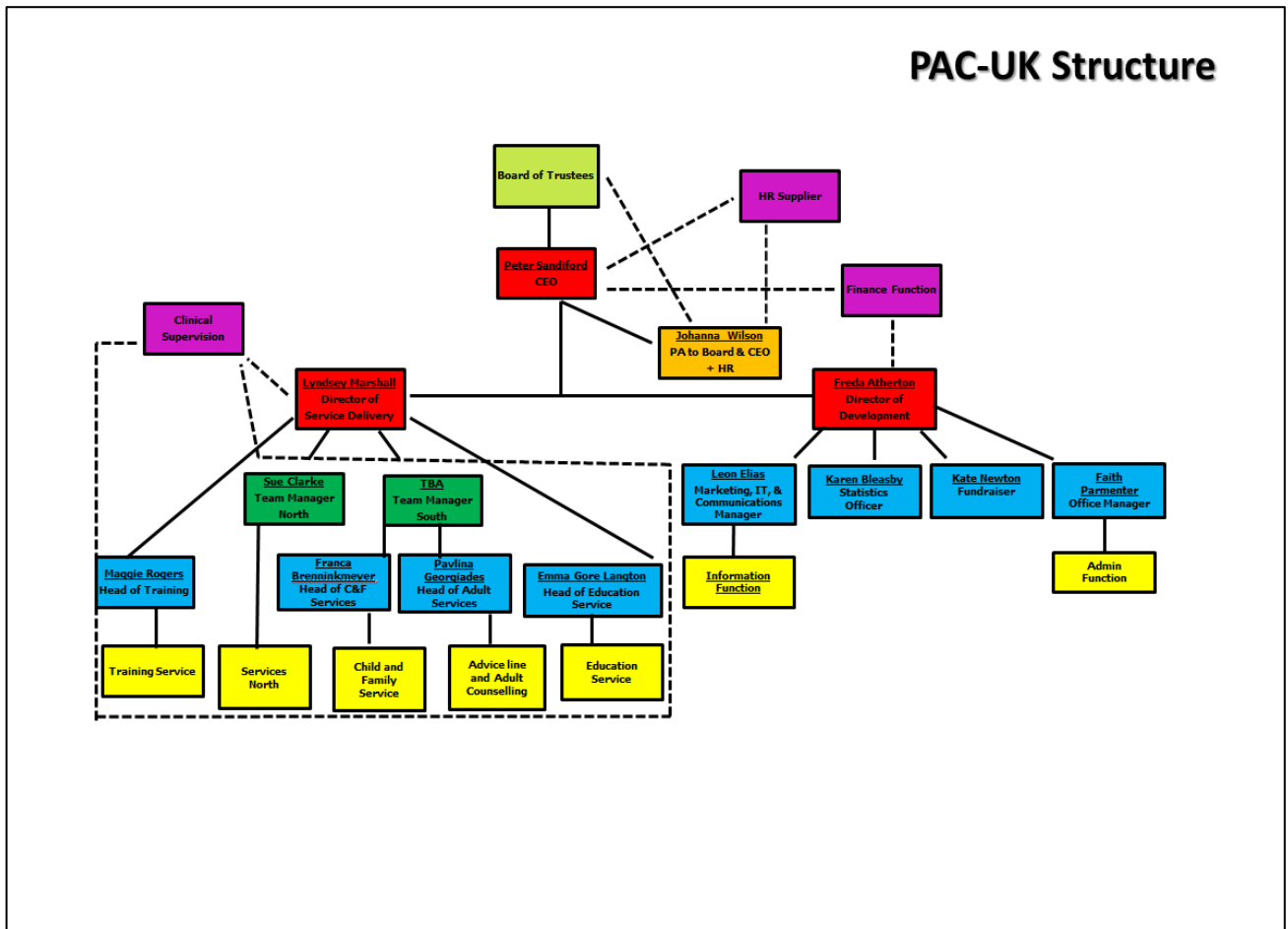
- Peter Sandiford
- Lyndsey Marshall - Director of Services (Registered Manager application in progress) - HCPC registered
Qualifications - CQSW (1975); MA (Business Administration); BA (Public Sector Studies)
- Freda Atherton – Director Service Development - HCPC registered
Qualifications – BA Applied Social Sciences; Post Graduate Diploma in Social Work; CQSW; Practice Teachers Award; Post Graduate Diploma in Health and Social Care Management

- Sue Clarke – Team Manager Leeds – HCPC registered
Qualifications – BA (Hons) Sociology and Social Administration; CQSW (1982) Post qualifying Award in Good Practice in family placement; Post Graduate diploma in Child Welfare and Protection; NVQ level 4 in management.
- Carol Bull – Team Manager London - HCPC registered
Qualifications - AMSPAR Diploma in General Practice; Advanced Cert in Therapeutic Counselling; Diploma in Therapeutic Counselling;

Service Managers:

- Child & Family – Franca Brenninkmeyer
Qualifications -BPS registered; MSc Counselling Psychology; Licentiate Pedagogical Sciences (Belgium)
- Education – Dr Emma Gore-Langton - HCPC and BPS registered
Qualifications - D.Ed.Psy in Child & Educational Psychology; MSc in Social, Genetic & Developmental Psychiatry
- Adults – Pavlina Georgiades - BPS registered
Qualifications - MA (Psychoanalytic Child Observation Studies); BA Hons (Psychology)
- Training – Maggie Rogers - UKCP registered
Qualifications - MA (Psychoanalytic Psychotherapy and Social Studies), Diploma Institute of Psychotherapy and Social Studies; MPhil

Organisation structure



The Services We Provide

We provide a range of services in order to meet our organisational aims:

We provide a specialised counselling service for all people touched by adoption or other permanent placements, both at our office in Leeds and our office in Kentish Town, and in bases within local authorities throughout the north, London and the South East. .

We operate a **telephone help and advice line** open to the public and professionals in the UK and overseas.

We offer a comprehensive **Child and Family Service** which includes:

- Parent consultations
- Family consultations
- Comprehensive family assessments, parent-child assessments, parent assessments, viability assessments and assessment and mediation of complex contact arrangements between adoptive/permanent placement family and birth family
- Intensive therapeutic family work (with specific expertise in working with black and multi-ethnic families)
- Intensive therapeutic work with parents
- Life story work with children and their parents
- Early intervention and home parenting
- Individual session for adolescents and parents (in the context of therapeutic family or parent work)
- Contact support and mediation work
- Disruption support work
- Professional consultations for any professionals in work with adoption/permanent placements
- Court reports with regard to assessment of placement needs and future support
- Advice and training for schools

We offer a comprehensive **Adult access to records intermediary and Counselling Service** including;

- Independent face-to-face counselling, support and advice for adopted adults at all stages in their journey through life, as well as Telephone/Skype counselling
- Advice and practical support to those who are searching for family members
- Intermediary services to assist birth relatives and adopted adults by facilitating and mediating reunion where both parties consent to contact, and offer support and counselling to all parties concerned
- Independent face-to-face counselling, support and advice for birth relatives when there is a plan for adoption, and for those who are suffering the long-term effects of having lost a child or children to adoption, as well as Telephone/Skype counselling
- adoption support work to both birth mothers and to adopted adults in Holloway, New Hall & Askham Grange prisons
- Run groups for service users in response to demand
- When commissioned by a local authority we offer counselling to those seeking to find information about their adoption as set out in Schedule 2 of the Adoption and Children Act 2002
- Advice for other professionals
- A secondment scheme offering professionals working for subscribing authorities the opportunity to gain first-hand experience of working intensively in an adoption support agency

- Counselling and social work students the opportunity to gain clinical experience and knowledge of adoption, whilst working under close supervision

We offer a comprehensive **Training programme and a commissioned training service**

- We organise workshops, conferences and training days for both members of the public (parents and carers) and professionals (social workers, therapists, teachers and others) to address issues related to adoption and other permanent placements
- We offer commissioned training in response to requests from Local Authorities and other agencies.

In order to offer focused support, we employ **qualified and experienced workers** who recognise the difficulties that those affected by adoption and other permanent placements may have.

We produce **practice papers** on issues surrounding adoption practice.

We have particular interest and expertise in working with clients from minority ethnic groups.

In direct response to requests from service users we have established a range of **Education Services**. Children and young people with a history of early life trauma can present with a range of challenges in school. PAC-UK offers a range of services to enable education professionals and parents, guardians and carers to support and include the Looked After, adopted or otherwise permanently placed children in their care. Services include:

- **Education project work**
Following the success of our collaboration with **Adoption North London** in 2013/2014, PAC-UK is carrying out further education projects with a range of local authorities. This project work focuses on developing good practice and robust school systems for understanding and supporting the needs of permanently placed children in school. The work includes training and consultation sessions for schools, dedicated education-focused groups for parents, continuing professional development for adoption team and virtual school staff and the development of a local network of Adoption Advocates within schools. Projects are bespoke to meet local needs, and are guided by advisory groups made up of education and adoption professionals within the local authority.
- **Education Advice Line**
PAC-UK's Education Advice Line on **020 7284 5879** is open every Wednesday morning from 10.00am – 12.00pm (excluding half term and school holidays).
This is an opportunity to speak to PAC-UK's Educational Psychologist about any issues to do with meeting the educational needs of permanently placed children and young people. Calls are welcomed from parents, guardians and carers, school staff and other education and care professionals.
- **Training for schools**
These sessions focus on supporting staff to understand the impact of trauma and attachment issues and on practical strategies which schools can put in place. We can offer 1.5 hour to 3 hour sessions to fit into schools' staff meetings or INSET days.
- **Commissioned training**
Local authorities can commission PAC-UK's Education Service to provide training sessions for parents, social workers, virtual school staff or groups of schools. The Education Service regularly delivers whole day sessions for parents and guardians around supporting their children in education. We provide Continuing Professional Development sessions for local authority staff, including adoption teams and virtual school staff. One local authority adoption team is currently working with its virtual

school to ensure that Designated Teachers from all 450 of its schools receive PAC-UK's training over the 2014/15 school year.

- **Commissioned consultations**

Consultation sessions may be used by schools to identify and develop their support and provision for permanently placed and other vulnerable children. Adoption teams and virtual school teams may find consultations beneficial to support their understanding of particular cases, or to develop and facilitate peer supervision sessions.

Procedures for Assessment

We expect that service users referred directly to us by a local authority will have been assessed under the Adoption National Minimum Standards 15.2 and Regulation 13 of the Adoption Support Services Regulations 2005. In cases where this is not so and it appears to us that Regulation 3 of those regulations applies, we will support that person in accessing the appropriate assessment through the relevant local authority adoption service. Where appropriate we will inform the service user's LA of the assessment services we provide so that these can be commissioned by them should they wish to do this. Assessment Services include Parent, Family and Contact and Viability Assessments.

In cases where service users refer themselves directly to us and they do not appear to meet the criteria for assessment by the local authority, we will undertake an initial assessment of their needs with regard to the services we provide, and in consultation with them. Should a more in depth assessment be advised we will make a recommendation in this respect. PAC-UK offers Comprehensive Parent and/or Family and/or Contact Assessments and/or Viability Assessments, and Assessment for Court.

Service users will be signposted to other services should our initial assessment reveal that PAC-UKs services are not appropriate for them.

Assessments will be carried out with due respect to safeguarding and protecting the welfare of any child/vulnerable adult involved.

We review the services we provide whenever a change of a person's circumstances might affect the provision of this service, or after 12 months, whichever event is first.

Numbers and qualifications of staff

PAC-UK employs **47** paid staff (**32** part time and **15** full time) and **20** sessional staff and **14** volunteers

- **Responsible individual +currently Registered Manager) and CEO** Peter Sandiford (f/t)
- **Director Service Delivery (application to be registered manager)** Lyndsey Marshall (f/t)
- **Director Development** Freda Atherton (p/t)

London Office Staff

Name	Title	Qualifications
Franca Brenninkmeyer	Head of Child & Family Service	BPS registered; MSc Counselling Psychology; Licentiate Pedagogical Sciences (Belgium)
Maggie Rogers	Head of Training Service	UKCP registered ; MA

		(Psychoanalytic Psychotherapy and Social Studies), Diploma Institute of Psychotherapy and Social Studies; Mphil;
Pavlina Georgiades	Head of Adult Services	BPS registered; MA (Psychoanalytic Child Observation Studies); BA Hons (Psychology)
Emma Gore-Langton	Head of Education Services	HCPC and BPS registered; D.Ed.Psy in Child & Educational Psychology; MSc in Social, Genetic & Developmental Psychiatry
Rita Cleary	Adult Counsellor/Birth Parent Support Worker	BACP registered; Advanced Diploma in Humanistic Integrative Counselling; Certificate in Group Dynamics and Facilitation;
Maeja Raicar	Adult Psychotherapist	CCETSW; Registered with HCPC; UKCP registered: Attachment based Psychoanalytic Psychotherapist; Diploma in Infant Mental Health/Parent-Infant Psychotherapy; European Cert Psychotherapy (post-qualifying).
Cascia Davis	Adult Counsellor and Advice Line Worker	HCPC and UKCP registered; CSS; Psychotherapist: Centre of Attachment Based Psychoanalytic Psychotherapy; NVQ Level 4 – Management
Rose Wallace	Adult Counsellor and Advice Line Worker	HCPC and BACP registered; Advanced Diploma Humanistic Integrative Counselling; Diploma in Social Work/CQSW
Fiona Start	Adult Counsellor and Advice Line Worker	HCPC and BACP registered; CQSW; BSc (Honours) Social Work; Post Graduate Diploma Counselling
Laura Stephenson	Adult Counsellor and Advice Line Worker	Psychology (BA) Hons Cert. in Social Work; Diploma in Systemic Family Therapy; Post qualifying award in social work
Sue Dromey	Practice Manager – Child & Family Service	UKCP registered; HCPC registered; CQSW; MA Integrated Child Psychotherapist; Postgraduate

		Diploma in Dramatherapy
Roz Read	Child & Family Service: Counsellor	BPS registered; BA Psychology; MA Psychoanalytic Child Observational Studies; MA
Ruth Pimenta	Child & Family Service: Counsellor	BACP registered; MA Child and Adolescent Mental Health; Post-Grad Cert in Family Therapy; Post-Grad Diploma in Person-Centred Counselling; PGCE
Clara Hammond-Garcia	Child & Family Service: Integrative Arts Psychotherapist	UKCP registered; MA Integrative Arts Psychotherapist; Diploma Child Psychotherapeutic Skills
Anthea Benjamin	Child & Family Service: Integrative Arts Psychotherapist	UKCP registered; MA in Integrative Arts Psychotherapy: The Institute of Arts and Therapy in Education; Advanced Diploma in counselling and psychotherapy; Diploma in Therapeutic Counselling of Adolescents
Lynne Davis	Child & Family Service: Integrative Arts Psychotherapist	Masters Level 7 Integrative Arts Psychotherapy, Adolescent Therapeutic Counselling; EMDR
Chiedza Preddie	Education Advisor	BSc (Hons) Anthropology/Psychology; Housing MSC; Post grad. Teaching cert.
Ruth Appleby- Alis	Education Advisor	Msc Integrative Child Psychotherapy; IATE Diploma;
Tamsin Tunstall	Education Advisor	BA (Hons) Psychology; PGCE; Diploma Postgraduate Studies on Education
Patsy Bolton Debbie Connolly Arnoldus Coppens Rose Dagoo Monica Duck Kunu Gordon Virginia Herron	Sessional Workers – Advice Line, Adult Counselling and Outreach Counsellors/Social Workers	Relevant Qualifications for post

Gill Jenner Tessa Kennedy Beverley Morris Anne Wardrop Maria Wood		
Alvina Bokhari	Volunteer Psychotherapist	UKCP registered; MA: Existential Psychotherapy
Kate Newton	Head of Fundraising	Relevant qualifications for the post
Johanna Wilson	PA to CEO & HR Support	Relevant qualifications for the post
Leon Elias	Development Manager	Relevant qualifications for the post
Robert Stuart	Information and Publicity Officer	Relevant qualifications for the post
Birte Leimkuehler Darren Murrain Josie Gladwell Mila Coronado Sophie Kemp	Team Administrators	Relevant qualifications for the post

Leeds Office

Name	Title	Qualifications
Clare Baldwin	Adoption Support Worker	BA Leisure Studies MA Sociology of Contemp. Culture Diploma Housing Studies Certificate in Counselling ECDL PACTS Dip Counselling Course
Linda Bleasby	Adoption Support Worker	BTEC Social Care

		Diploma in Social Work & Higher Education Practice Teachers Award Post Qualifying Award in S/W Pt 1
Mike Hancock	Birth Parent Worker	BA in Philosophy, Politics & Economics Dip. Indian Politics & Culture Cert (HE) in Counselling Skills Child Protection Level 1 Prof Dip. In Therapeutic Counselling
Riana Volker	Adoption Support Worker	BSc (Hons) Cert in Family Placement PACTS MA DipSW Social Work
Chris Phillips	Adoption Support Worker	BA (Hons) Modern Studies CQSW (1981), Advanced Diploma In Counselling (1996)
Laura Wiggins	Adoption Support Worker	
Kim Webb	Adoption Support Worker	BA (Hons) Combined Studies; Post Graduate Child Assessment and therapy Diploma
Pauline Reed	Adoption Support Worker	BA (Econ) Specialising in Social Administration; CQSW; Relate Counselling Training
Nancy Gilbert Francesca Kerr Sarah Lloyd Caroline Smith Lisa Smith Kathy Mason Wendy Needham Ann Sikorska	Sessional Adoption Support Social Workers	Relevant Qualifications for post
Karen Bleasby	Statistical Officer	Relevant qualifications for the post
Kate McCormack	Training Co-Ordinator	Relevant qualifications for the post
Celia Hewson Val Garrett Owen Duhig Yvette Collier	Team Administrators	Relevant qualifications for the post

Trustees – Please see individual profiles on PAC-UK website for more information on Trustees

Names:

Paula Newson-Smith - Chair

Paul Fretten – Deputy Chair

Barry Morris - Treasurer

Anna Boyle

Jim Clifford

Marilyn Crawshaw

Lesley Gordon

Raina Sheridan

Ian Spafford

Quality Audits

We are keen to ensure that our services are of appropriate quality and effectiveness. We seek to combine the comments of our service users with the professional expertise of our management in order to achieve this. We send out service evaluation forms to all persons receiving a minimum of three face-to-face counselling sessions and to those who attended fewer sessions but whose case has been closed, in order to solicit information about service delivery. A similar service evaluation form is sent to a selection of people accessing our Advice Line. Persons having four or more sessions of face-to-face counselling also complete a distance travelled form and pre- and post-intervention questionnaires in order to establish whether their presenting issues have been effectively addressed and to validate the effectiveness of the service provided. We also ensure that our service users have access to our comments, compliments and complaints leaflet, and where necessary, our complaints procedure, and make these documents as easy to understand as possible. It is made clear to service users that we seek to provide a quality service and need to hear from them if we fail to do so.

We provide regular and committed supervision for our staff together with a training plan to keep them abreast of current issues. We review outcomes of our service in our senior management meetings. We are currently exploring the PQASSO Quality Assurance mark for our service.

Complaints

Our Policies and Procedure document includes a three stage complaints policy and procedure (informal resolution, formal resolution Stage 1 and formal resolution Stage 2) which seeks to resolve complaints within agreed time scales. All staff and volunteers, others involved with PAC-UK and service users are given full information regarding PAC-UK's complaints policy and procedure.

Registration Authority

OFSTED

Piccadilly Gate

Store Street

Manchester

M1 2WD Telephone Number: 0300 123 1231

Email: enquiries@ofsted.gov.uk

Website: www.ofsted.gov.uk

Policy

The Statement of Purpose will clearly reflect the aims and objectives of PAC-UK. The aims and objectives are intended to guide the practice of all staff and their performance will be reviewed in the light of this document. It is the policy of PAC-UK to promote equality of access to the services we provide for any child or adult referred to us. In order to implement this policy in respect of the Statement of Purpose, a separate Children's Guide to PAC-UK ('Information for Children and Young People') is available for every child who comes into contact with us.

Procedure

The Responsible Individual/CEO will ensure the preparation and publication of a Statement of Purpose. The Statement will be reviewed annually and forwarded to Ofsted.

The Statement of Purpose will include the aims and objectives of PAC-UK and will comply with the requirements of the Adoption National Minimum Standards, Standard 18 and Regulation 5 of the Adoption Support Agencies (England) Regulations and Adoption Agencies (Miscellaneous Amendments) Regulations 2005.

The Registered Manager/ Director of Services will authorise the content of the 'Information for Children and Young People' leaflet and ensure that it is made available to children who are in contact with PAC-UK

The content of the guide will be governed by the National Standard relating to such guides (currently 18.6).

The Registered Manager/ Director of Services will ensure that, should staff identify a need for the guide to be produced in a format other than written text, or in a language other than English, every effort will be made to make a suitable translation available.