

TWO ONE DAY WORKSHOPS

The panel administrator: their role in adoption & fostering panels

Monday 1 September 2008, London
Thursday 13 November 2008, London

Theme

Effective adoption and fostering panels are crucial to delivering a good adoption and fostering service and play an important part in services for looked after children.

The efficient administration of panels, including providing clear and accurate minutes, is a skilled and complex task and is essential to the smooth and effective operation of panels.

Participants

Administrators and minute takers of adoption and fostering panels.
18 places available.

Aims

- to consider the Regulations and the National Standards in relation to the work of adoption and fostering panels
- to give administrators and minute takers a full understanding of the role of the panel and their part in it
- to consider the work involved in the whole panel process including preparation and follow up action
- to develop skills in taking clear, accurate and helpful minutes

Facilitators

Jenny Lord, Child Placement Consultant, Roana Roach and Andy Sayers, Trainer Consultants, BAAF Southern England.

Venues

BAAF, Saffron House, 6-10 Kirby Street, London EC1N 8TS

Times

Registration 9.30 a.m. Start 10.00 a.m.
Close 4.15 p.m. Refreshments/lunch provided

Substitutions and cancellations Substitutions are welcome at any time. BAAF reserves the right to levy a fee in the event of cancellation. More than six weeks prior to the event 25% of the fee; between two and six weeks 50%; less than two weeks 100%

Registration Form

Workshops: Panel administrators

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Fee

- BAAF member rate** (Mem. No. _____) £135.00 + £23.63 VAT Total due £158.63
- Registered charities with a turnover of less than £1m** £127.00 + £22.23 VAT Total due £149.23
- Non-member rate** £155.00 + £27.13 VAT Total due £182.13
- Remittance enclosed – Cheque (including VAT) payable to BAAF Registered Charity
- Please invoice
- In the event of a cancellation, I agree to pay a cancellation fee as detailed above

* please provide if you would like to be kept informed of events

Name _____

Agency _____

Position _____

Address _____

Email * _____

Ethnicity _____

Special diet/disability _____

Telephone _____

Please return form to: Pauline Thorbourne, BAAF Southern England, Saffron House, 6-10 Kirby Street, London EC1N 8TS
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British Association for Adoption and Fostering is a registered charity no. 275689

