

Post Adoption Therapeutic Support Service		
Document Code: PA/P02		Title: Procedure for allocation of appointments
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1. When an appointment becomes available a letter (PAS/L04) will be sent to the referrer and the parents. This letter will outline the procedure for organising a consultation and a date for consultation and map will be given

2. The adoption Social Worker is required to confirm the appointment at least one week prior to the appointment. If the appt is not confirmed the SET Connects team secretary will endeavour to make contact with the social worker to confirm. Confirmation of appointment recorded on SC/F05

3. If the initial consultation is cancelled, a further date will be offered within 6 weeks (PAS/L05).