

Panel Member Agreement

As a member of the Central List for Families for Children Adoption Panel I agree:-

- and confirm that I have received and read a role description and person specification, and agree to comply with the points listed in the job description;
- to participate in induction and training, which I understand will be at least one day per year, and take an active role in learning about adoption issues;
- to safeguard the confidentiality of records and information submitted to the panel and discussed at panel meetings. This includes not discussing the individual cases with anyone outside of Panel and ensuring I keep the papers in a secure place. I will return all papers to the Panel Administrator at the end of each Panel;
- to attend panel meetings as agreed with the agency;
- to declare an interest and inform the Chair should I have knowledge, in either a personal or professional capacity, of a case under consideration;
- to commit to anti-discriminatory practice and a preparedness to consider each case on its own merits;
- to read the panel papers carefully and to come prepared to contribute to the panel discussion;
- to arrive on time for panel meetings;
- to consider attending an extra panel to deal with an urgent case;
- to participate constructively in the annual review of my performance as a member and to discuss my continuing on the central list;
- to inform the agency at once if I have been charged, cautioned or convicted for any criminal offence or if any criminal proceedings are pending;
- to consent to the agency doing an online DBS status check as required (police check);
- to give one month's notice in writing if I decide to resign from the central list;
- that If there are any concerns about my behaviour or conduct in the Panel, I understand that this will normally be raised with me, in private, by the Chair, with the aim of addressing any training or developmental needs;
- to accept that the agency may give me one month's notice in writing, with reasons, that it is removing me from the central list.