

Why use an Intermediary?

- Making contact with someone you have been separated from by adoption can be very emotional
- The person sought will not have been prepared for contact so may need additional support
- Using an intermediary can help you and your relative to think through the impact of contact
- Local authority adoption services and adoption (support) agencies may offer intermediary services. The unique additional features of the AAA-NORCAP service are the weekend and evening access to your intermediary that is both reassuring for your and makes it easy for your relative to respond as s/he is not limited by office hours or the need to negotiate through a switchboard system to speak to your intermediary

The Intermediary Services offered by AAA-NORCAP offer?

Standard Intermediary Service

Once you have traced your relative and have the current address, this service is available to you. After comprehensive preparation the AAA-NORCAP Intermediary will make the initial approach to your relative. The Intermediary will offer support and guidance to your relative when s/he responds and will keep you fully informed about the response. Over a period of time that will be as short or as lengthy as needed, the Intermediary will help you and your relative to move on to a level of communication or contact that is acceptable to you both.

Supported Direct Approach

An intermediary will provide you with all the preparation that is included in the standard service. Suggested wording for your letter to your relative will be offered to you and the variations you wish to make can be discussed with the intermediary. As well as inviting your relative to reply to you directly you can include the contact details of the intermediary so your relative has a choice. S/He

may respond to the intermediary if s/he wishes or feels unable to respond to you directly.

Locate and Make Contact

This is an integrated service in which an AAA-NORCAP researcher locates your relative while you are supported and kept up to date by an Intermediary who will contact your relative in line with the standard intermediary service or support you to make a direct approach if you prefer on completion of search (for further information see full leaflet)

The Intermediary Process

Once you have found your relative the Intermediary Request Form should be completed and sent to the office with all the required supporting documentation.

The Specialist Services Co-Ordinator will check your paperwork. You will be contacted if there are any queries.

As required by the Adoption and Children Act 2002, Section 98, the Specialist Services Co-Ordinator will write to the Appropriate Adoption Agency asking to be advised of any view that agency has about the intermediary service you have requested.

You will receive a letter from the Specialist Services Co-Ordinator telling you who will be your Intermediary and requesting that you telephone him/her to arrange a suitable time to discuss the approach to your relative.

The intermediary will ensure you are fully aware of all possible outcomes and that s/he fully understands your hopes and concerns and is able to represent you accurately.

You will be sent a draft of the letter the Intermediary proposes to send or if using the supported direct approach your Intermediary will suggest a format for your letter to your relative.

The approach will be made to your relative.

When a response is received from the person contacted your Intermediary will support and discuss the process with them.

Your Intermediary will liaise with both parties to agree the way forward.

Your Intermediary will support both you, your relative and possibly other family members for as long as necessary .

Outcomes

If your relative responds positively – and the majority do – then the intermediary will not only share this good news with you but will also ensure your relative is offered support to manage the emotions the approach may have generated. The intermediary will help your relative to be as well prepared for renewed contact with you as possible. Good preparation of everyone involved can avoid problems developing later.

If your relative is uncertain about his/her feelings and unsure how to react the intermediary will provide all the support and assistance needed. Having an intermediary for support can avoid your relative responding negatively because of anxiety or fear of being overwhelmed. It is in these undecided situations that the skills of an AAA-NORCAP intermediary can really make a positive difference to the outcome.

If your relative does not respond or wish for contact your Intermediary will support you and discuss with you what options can now be taken forward.

AAA-NORCAP Intermediaries

AAA-NORCAP Intermediaries are all volunteers trained by the charity to enable them to develop the skills necessary to act as a contact between you and your relative and dedicated to achieving the best possible outcome for you and your relatives.

All Intermediaries have regular supervision and support. They can all draw upon the collective expertise of the organisation gained over 25 years and through many thousands of pieces of intermediary work.

All intermediaries undertake regular updating training.

How Much Does It Cost?

The fee for using AAA-NORCAP Intermediary Services is £135 and it is included within the overall cost of the Locate and Make Contact Service. - This contributes to overheads including checking your papers, contacting the appropriate adoption agency and to the costs involved in recruiting, training and supporting our Intermediaries. The 'added value' of the voluntary input provided by our volunteer intermediaries averages over £300 per piece of work undertaken.

PART 1 MEMBER SUPPLIED INFORMATION

Please complete pages i, ii, iii and iv.

1.1 Summary

Your details:

Membership no: _____
Name: _____
Your date of birth: _____
Address: _____

Tel no (daytime): _____
Tel no (evening): _____
Mobile no (optional): _____
Fax no: _____
Email: _____

Details of the person that you wish the Intermediary to contact:

Name: _____
Address: _____

Relationship to you: _____

If requesting an approach via another relative to locate a birth parent has an NHS check been made?

Yes / No

If yes please enclose a copy of the letter received.

Has any previous attempt been made to contact the person named above or any other family member?

Yes / No

If yes, please give details: _____

Please attach an explanation of enquiries made and means by which this person was located.

Contact checklist

Registered with Government Contact Register

Yes / No

1.2 Dates to Avoid

Birth relatives' birthdays (if known):

Name	Relationship	Birthday

Anniversary of relinquishment (if known):	
Anniversary of making of adoption order (from adoption certificate):	

Anniversary of birth relatives' marriage(s):

Name	Relationship	Date

Significant anniversaries of known deaths in birth family:

Name	Relationship	Anniversary

Additionally please note that AAA-NORCAP Intermediaries do not send initial letters during December or in the week leading up to Mothering Sunday. If you are aware of other religious festivals that should be avoided in your own family or that of the person found please give details below.

Event	Date

1.3 Pre-Intermediary Documentation Checklist

Name of the agency / local authority that arranged the adoption:

Have you received information from the file held by your adoption agency

Yes / No

If Yes, which local authority/organisation shared your file with you?

If you have not done so do you wish to obtain this?

Yes / No

If yes:

I wish an AAA-NORCAP social worker to obtain my adoption file and share the information with me. I will meet the cost involved in doing so £250

Yes / No

Or

I will apply directly to the adoption agency or my local authority

NB: the local authority has a duty to provide access to adoption records to adopted adults. There may be a waiting list for this service

Yes / No

You will need to send AAA-NORCAP clear copies of the relevant documents listed below. Those listed in the first box are essential items if applicable to your circumstances unless it has been agreed by the Specialist Services Co-ordinator that exceptional circumstances apply. Please place your membership number on the reverse of all documents.

Please tick the boxes to indicate which items are enclosed.

Your original full birth certificate	
Your adoption certificate or court papers	
Proof of your change of name by marriage or deed poll	
Marriage certificate of your birth parent(s) if either has married	

Also essential are documents that demonstrate any change of name and/or address from the details on the documents in the box above.

Please tick the boxes to indicate the documents enclosed.

Birth certificate of your birth parent(s)	
Birth certificate(s) of other children born to your birth parent(s)	
Marriage certificate(s) of other children of your birth parent(s)	
Death certificate(s) obtained during searching process	
Records from Adoption Agency/Social Services Department	
Print out of electoral roll check if obtained on the internet	

1.4 Agreement

I wish to use the AAA-NORCAP Intermediary Service and enclose the required contribution of £135 towards the cost of the service. I confirm that the details provided by me are correct and complete to the best of my knowledge.

Signed: _____

Date: _____

Please print name: _____

1.5 Payment

I enclose a cheque/postal order/money order payable to AAA-NORCAP in pounds sterling

I wish to pay by credit or debit card Please complete the details below:

Please debit my VISA / MASTERCARD / DELTA / MAESTRO Card No: _____ / _____ / _____ / _____

Start Date: Expiry Date: Issue No:

Name of Cardholder:

Signature of Cardholder:

PLEASE NOTE: Since the implementation of the Adoption and Children Act 2002 on 30th December 2005 AAA-NORCAP is required to contact the Appropriate Adoption Agency involved in the adoption to seek their views on providing an Intermediary Service. The Agency is given 14 days to respond.

FINAL CHECKLIST

All documents in the top box on page iii included Yes / No

Fee towards cost of providing Intermediary Service Yes / No

Agreement signed Yes / No

FOR OFFICE USE ONLY

Date checked: _____

Signed: _____
(Intermediary Co-ordinator)

Authorisation for Intermediary to approach relative other than birth parent(s) named on birth certificate in first instance (if appropriate).

Person to be approached: _____

Relationship to member: _____

Approval for contact: _____ SSC/CEO

Reason: _____
