Section 1: About your organisation

Name of your organisation *

Thurrock Council – Adopt East Thurrock

Organisation's website (please enter the full address including https:// at the beginning) *

https://www.thurrock.gov.uk/adoption

Contact details for the main person completing this survey.

This information will only be used by 3P███████ **for any questions or clarifications about the survey response. It will be deleted within 12 months of the end of the project (November 2023). For more information about how** 3P█████████ **manages personal data please see our** privacy policy. *

Name ███████ *

Email address ████████ *

Type of organisation (please select one) *

☐ Adoption agency (England)

☐ Adoption service (Wales)

☒ Local authority

☐ Voluntary adoption agency

☐Other (please specify):

Section 2: About your records (Organisation 1)

In this section, please describe what case files, adoption registers and other records for adopted people you hold.

You may hold records for several organisations. If this is the case, please complete this section for each organisation. You can copy and paste this section if needed.

You may also find it useful to check what the entry for the relevant organisation(s) on Adoption Search Reunion states about the records held.

Name of the organisation that created the records (e.g. the Council name, adoption society/agency name)

*

Thurrock Council

Is the organisation still in operation?

☒ Yes
☐ No

Comments:

Thurrock was made a unitary authority on 1 April 1998, taking over county-level services in the area from Essex County Council.

What geographic areas did or does this organisation cover and serve?

For England, we have based the regions on the 'Nomenclature of Territorial Units for Statistics**'.**

Please select all that apply.

☐ England - East
☐ England - East Midlands
☐ England - North East
☐ England - North West
☒ England - South East
☐ England - South West
☐ England - London
☐ England - West Midlands
☐ England - Yorkshire and Humber
☐ Wales

Comments:

Are you able to provide any administrative history about this organisation? For example any name changes or the date it was registered, formed or closed.

N/A

Do you hold any adoption case files for this organisation? *

☒ Yes
☐ No

Please give a brief description of the case files you hold or outline any records that have not survived. Please include any post adoption case files you may have.

Adoption case records held by Thurrock Council.

What dates do the case files cover for this organisation?

Do not answer this question if you do not hold any case files.

Start date (YYYY)	01/04/1998
End date (YYYY)	-
Any significant gaps in the dates/record series	-

What format are the case files? (please select all that apply)

Do not answer this question if you do not hold any case files.

☒ Paper/analogue
☐ Microfilm/microfiche
☒ Digitised from paper/analogue
☒ Created in digital format e.g. case management system
☐ Other (please specify):

Please describe any indexes or catalogues that exist for the case files e.g. indexes of names, indexes of case file numbers, code cards.

In other words, how do you know what you hold?

Do not answer this question if you do not hold any registers.

Archive catalogue system in place.

The electronic records are managed via Liquid Logic. The archive is managed by person ID which is found in Liquid Logic

Do you hold any adoption registers for this organisation?
*

☒ Yes
☐ No

Please give a brief description of the adoption registers you hold or outline any records that have not survived

Adoption registers for adopters with children aged 0-21.

What dates do the adoption registers cover for this organisation?

Do not answer this question if you do not hold any registers.

Start date (YYYY)	01/04/1998
End date (YYYY)	-
Any significant gaps in the dates/record series	-

What format are the adoption registers? (please select all that apply)

Do not answer this question if you do not hold any registers.

☐ Paper/analogue
☐ Microfilm/microfiche
☐ Digitised from paper/analogue
☐ Created in digital format e.g. case management system
☒ Other (please specify):
  Excel spreadsheet

Please describe any indexes or catalogues that exist for the adoption registers e.g. indexes of names, indexes of case file numbers, code cards.

In other words, how do you know what you hold?

Do not answer this question if you do not hold any registers.

N/A

Do you hold any other records of adopted people for this organisation?

Please note we have a section about records of mother and baby or maternity homes records later, so please do not include them here.
*

☐ Yes
☒ No

Please give a brief description of the records or outline any records that have not survived

What dates do these other records cover for this organisation?

Do not answer this question if you do not hold any other records.

Start date (YYYY)	
End date (YYYY)	

Any significant gaps in the dates/record series

What format are the records? (please select all that apply)

Do not answer this question if you do not hold any other records.

☐ Paper/analogue
☐ Microfilm/microfiche
☐ Digitised from paper/analogue
☐ Created in digital format e.g. case management system
☐ Other (please specify):

Please describe any indexes or catalogues that exist for these records e.g. indexes of names, indexes of case file numbers, code cards.

In other words, how do you know what you hold?

Do not answer this question if you do not hold any registers.

Do you want to add records for another organisation? *

☐ Yes
☒ No

Section 3: Mother and baby homes records

Do you hold any records of mother and baby or maternity homes in England or Wales?

We are interested in all types of records you might hold, not just those that mention names of children/mothers. *

☐ Yes
☒ No

Section 3 continued: Mother and baby homes (1)

Please enter the details of the records for one of the mother and baby or maternity homes you hold below.

You may hold records for homes. If this is the case, please complete this section for each home. You can copy and paste this section if needed.

Name of home *

N/A

Name of organisation(s) that ran or used the home. If known put a date span in brackets for when it run or used the home after the organisation's name e.g. Grantchester City Council (1930-1971).

Organisation 1	
Organisation 2	
Organisation 3	
Organisation 4	
Organisation 5	

Are you able to provide any administrative history about this home? For example any name changes or the date it was formed or closed.

-

_____

What city, town or area was or is the home located in?

_____

Date coverage of the records *

_____

*

End date
(YYYY)
_____

*

Any significant
gaps in the
dates/record
series
_____

*

Summary description of the records

For example:

"Minutes, 1875-1972; admission registers, 1889-1972; annual reports, 1875-1931; photographs 1960s-1970s" *

Section 4: Management of the records

Approximately what is the total size of the records you described in this survey (if known)?

Papers/analogue – number of boxes	This information is not held
Digital – number of GB	This information is not held

When did the creation of digital case records approximately start in your organisation?

01/04/1998

What case management software do you currently use for adoption records?

☐ CareDirector (CareWorks)

☐ CareFirst (OLM)

☐ Clearcare (Clearcare Solutions)

☐ Eclipse (OLM)

☒ Children's Social Care System (Liquidlogic)

☐ Mosaic (Access)

☐ None

☐ Other (please specify):

Do you have a website page that provides information on how to access the records? *

☒ Yes
☐ No

If so, please provide the website link (please enter the full address including https:// at the beginning)

https://www.thurrock.gov.uk/finding-your-birth-family/getting-your-birth-records

Do you have an email address for enquiries about access to these records? *

☒ Yes
☐ No

If so, please provide the email address

postadoptionSGO@thurrock.gov.uk

Q6.1 We plan to create guidance on the preservation of these records. The guidance will form the basis of a 'best practice' model for managing the records of adoption and care experienced people.

Is there anything you think the guidance should cover (please select all that apply)?

☒ Access to records
☒ Digitisation
☒ Preserving digital data/records in the long-term
☒ Redaction
☒ Retention periods
☒ Storage of paper records
☐ Other (please specify):

Would you be willing to undertake a short follow-up interview on the telephone/Microsoft Teams (30 minutes) with us focusing on how you manage the records and what the guidance could cover?

If so, we will use the contact email you provided in Section 1 to contact you. *

☐ Yes
☒ No

Have you got any other comments/feedback

None