One Minute Guide



Advice for Completion of ADM Paperwork

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Firstly, if you are entering care proceedings and likely to be parallel planning for a child’s future, you will need to book in a date for the Agency Decision Maker (ADM) to make a decision that adoption is in the child’s best interests. You can do this by emailing [ACDAdoptionPanelAdmin@westsussex.gov.uk](mailto:ACDAdoptionPanelAdmin@westsussex.gov.uk) to book a slot. This is referred to as the ‘Best Interest Decision’.

If you can advise of timeframes for care proceedings, Panel Admin can advise you on the date by which to submit the relevant paperwork. Once the paperwork has been submitted, it is sent to the Adoption Panel Advisor, Sharon Lake, whose role it is to quality assure the paperwork. If any changes are required, Sharon will make contact with you and your PM to advise you of this and the timescales. Once your paperwork has been resubmitted, it is sent to one of the Senior Managers as ADM. An up to date list can be found on Tri-x;

<http://www.proceduresonline.com/westsussex/cs/contents.html>

The information that you as the child’s social worker have to provide to the ADM is comprehensive. This is because adoption is regarded by the court as the most draconian order and it will sever all legal ties between parents and their child, and will confer parental responsibility to their adoptive parent/s. The ADM has to be confident that the evidence you provide details why adoption is in the child’s best interests.

**ADM Checklist**

**Please ensure that the child and all relevant persons are addressed by the same name throughout all documents and that all names are spelled correctly consistently.**

Please consult the checklist below when preparing your paperwork for an ADM decision. If you are missing any of these documents without explanation the paperwork will not be forwarded to the ADM.

**Adoption Medical Summary**- to be uploaded. Adoption medical paperwork needs to be completed with birth parents at the start of care proceedings and submitted to Gill Collis at the earliest opportunity ([gill.collis@nhs.net](mailto:gill.collis@nhs.net)) – they will arrange the adoption medical. You need to allow a turnaround time of 2 weeks minimum from the completion of the medical for the medical advisor to complete their summary and return it to you.



**The Child Permanency Report (CPR)-** on Mosaic- is the first thing prospective adopters will read about children and are key for helping them to understand the trauma they have experienced and whether they feel able to parent them.

Although the CPR is the main document for prospective adopters to consider whether they would be able to parent a child/ren, the author must consider that birth parents should have sight of this document. It is important to include the significant elements of the lives of birth parents, particularly that which relate to their parenting of their child/ren, but to keep information relevant. Consider what you might feel reading this through as the parent, particularly in the context of complete strangers reading about your history and experiences.

It is also important to remember that the CPR is an extremely important document to a child, who may request access to their file when they reach adulthood. The CPR is likely to be one of the first documents they read, which is why it needs to be clear, concise and balanced. It is important when describing a child and their presentation, to use language that is non-blaming and to be clear around the reasons why the child became looked after and why it is not possible for them to live with their birth family.

The Adoption Panel Advisor or a member of the Adoption Team can offer you guidance in writing the CPR. We have provided good examples of ADM paperwork to help you.

**Adoption Plan-** On Mosaic

**Adoption Welfare checklist**- on Mosaic

**View of child/ren’s Guardian-** can be included in CPR

**View of IRO-** can be included in CPR

**Documents to upload:**

**Foster carer report**- do not request it too early as the foster carer will only be getting to know the child. Please ensure there are comments from the supervising social worker.



**Photographs** – birth mother; birth father; siblings/half siblings; any significant family member/friend who has been involved in the child’s life/care

**Key assessments** need to be uploaded into the adoption decision episode – Comprehensive/Psychiatric/Psychological/Cognitive/Sibling etc

**Genogram**

**Legal advice** – if available

**Social Work final evidence**- if available. ADMs like to have sight of this if possible.