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. This is a common issue and I ask all SW's to look carefully at this.

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 –
- Child Permanence Report –
- Adoption Plan –
- Children's Guardian view (can be included in the CPR) –
- IRO's view – (can be included in the CPR) -
- Adoption Welfare Checklist –
- Up to date photographs of the child (parents and any siblings also if possible) –
- Genogram –
- Foster carers report with supporting comments from the supervising SW – please ensure the CoramBAAF template is used -
- Minutes from Permanence Planning (where available) –
- Family Finding Statement by Adoption Team (where available) -
- Legal Advice -
- Any assessments or expert reports relevant to the proceedings –

Children's Adoption Advisor