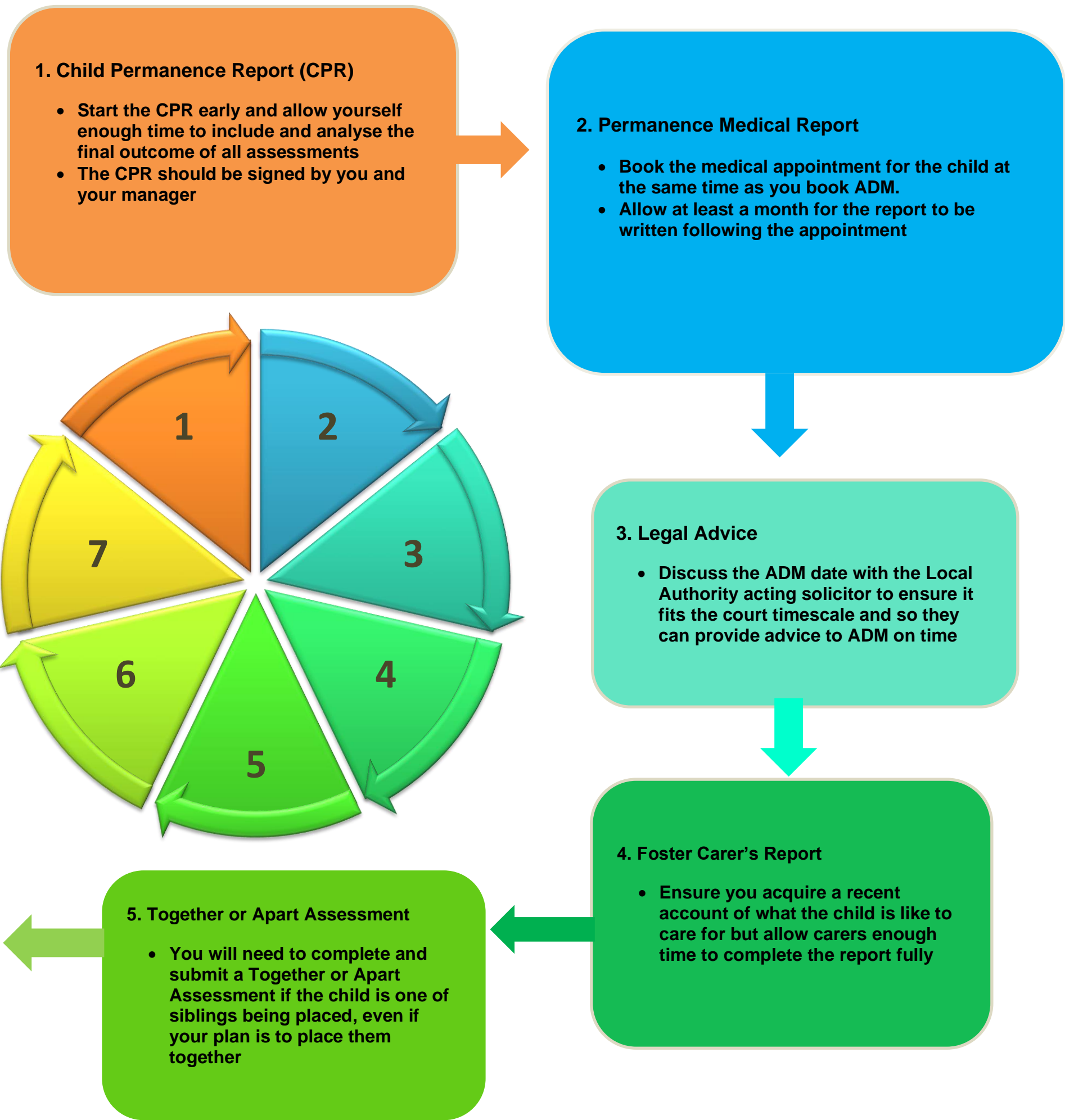


Seven Minute Guide to Preparing for ADM for professionals



1. Child Permanence Report (CPR)

- Start the CPR early and allow yourself enough time to include and analyse the final outcome of all assessments
- The CPR should be signed by you and your manager

2. Permanence Medical Report

- Book the medical appointment for the child at the same time as you book ADM.
- Allow at least a month for the report to be written following the appointment

3. Legal Advice

- Discuss the ADM date with the Local Authority acting solicitor to ensure it fits the court timescale and so they can provide advice to ADM on time

4. Foster Carer's Report

- Ensure you acquire a recent account of what the child is like to care for but allow carers enough time to complete the report fully

5. Together or Apart Assessment

- You will need to complete and submit a Together or Apart Assessment if the child is one of siblings being placed, even if your plan is to place them together

6. REMEMBER!

- All documents (including all assessments completed as part of care proceedings) should be submitted 2 weeks prior to ADM date i.e. the date the decision is being made

7. Return to ADM for change of plan

- If after the conclusion of care proceedings, the plan for the child changes from adoption to long-term foster care, it must return to ADM for approval
- Contact ATV Panel Advisor to discuss what documentation is required in these cases:

01865 323014
OxonSwindonATVPanel@Oxfordshire.gov.uk