CHILD’S PERMANENCE REPORT (CPR)

GUIDANCE DOCUMENT

PURPOSE OF THIS GUIDANCE:

The purpose of this Guidance Document is to provide support and recommendations as to how to complete this important report. The Child’s Permanence Report is an essential tool in enabling the adoption agency to plan for the future life of a child. This is one of the most important documents that a Social Worker will complete for a child.

PURPOSE OF THE CPR:

The purpose of the Child’s Permanence Report is in the first instance, to enable the agency decision maker (ADM) to discharge their functions under the Adoption Agencies Regulations 2005 and subsequent amendments, including compliance with the welfare checklist in section 1 of the regulations, to recommend/decide whether the child should be placed for adoption.

The CPR is also required:

* as it provides the evidence required in the form of the Annexe B report, to support the application made by the local authority for a placement order and meets the requirements of Practice Direction 14C. Along with other documents submitted to the court, it will enable the court to decide whether adoption is the right plan for the child and whether a placement order should be made.
* to recommend/decide that the child should be placed with prospective adopters;
* as the source of essential information to the prospective adopters when first approached by the agency about a child to enable them to decide whether to proceed with the matching process therefore forming the basis for the matching criteria and support plan.
* as a source of important information about the child’s background and heritage to the adopters once any placement is made;
* as a source of important information for the adopted adult about their life history and heritage;
* as the referral form for the Adoption Registers for England and Wales.

DO’S FOR THE CPR:

* DO recognise when writing the report that the child/young person can request a copy of this report when they turn 18, and thus provides an important overview of their life story, alongside any Life Story Book and Later Life Letter they would also have received. Thus be aware of the language and descriptions being used.
* DO provide specifics - don’t leave the reader wondering who/what/when/where/why?
* DO provide a solid analysis when asked to provide this. Analysis does not mean summary. Analysis is asking ‘why’, not ‘what’.
* DO provide dates as to when things are or have happened.
* DO provide a clear picture of how the child/young person has been impacted by their lived experiences.
* DO link information from other sources to create a clear evidence base – expert assessments, feedback from other professionals, observations, etc.
* DO try and be concise. However this is not to take away from providing a detailed picture of the child, their needs, their family of origin, and their lived experience. Ask yourself, ‘Is the information I am providing here purposeful?’

DON’TS FOR THE CPR:

* DO NOT provide vague statements about the child or family members. Ensure that the reader is able to get a real image in their mind of that child/young person or family member, with or without a photograph.
* DO NOT ‘cut and paste’ and not cite the quote. If you have lifted information from an expert report, put this in italics and quotation marks, and provide the (author name, date, page/paragraph). It is clear when language style changes, thus evidencing the lifting from someone else’s work. This is also plagiarism if you are using this as your own work.
* DO NOT leave blanks. If you do not have information about something or someone, or the section is not relevant, note what your attempts have looked like or the reasons why there is no content. Otherwise the reader will ask.
* DO NOT repeat information within the CPR. This is especially apparent when information is copied exactly in different sections. If you have already addressed an issue somewhere else in the report, refer to this section rather than copying the information.

WHEN UPDATING A CPR:

* Provide the date(s) when the document has been updated and by who.
* Ensure that there are up to date photos. If there are no updated photos of parents, provide old photos and comment on why new ones are not available.
* If you are adding a new section within each space, make it clear that it is an update (i.e. heading, author name), but also refer to the previous information and how things have changed.
* Do not merely provide current information without revisiting previous information. Blocks of updates should not be placed one after another as this creates a confusing read and a lack of clarity regarding the child’s current needs.
* You do not have to start all over when updating a CPR, however you need to ensure that information is correct and up-to-date, and analysis is clear. Can you read this as someone coming into the child’s life much later on and get a clear sense of what their lived experience has been and how they have progressed?

CHILD’S PERMANENCE REPORT

(Where there is Parental Consent to Place)

CHILD’S PERMANENCE REPORT

(Where there will be an Application for a Placement Order)

PRACTICE DIRECTION 14C ANNEX B REPORT TO COURT WHERE THERE HAS BEEN AN APPLICATION FOR A PLACEMENT ORDER (delete as appropriate)

|  |  |
| --- | --- |
| Name of child | *As noted on their birth certificate* |
| Date of birth |  |
| Photograph of child  *This needs to be a clear and recent photo of the child.*  *Panel often likes to see more than one photo.* | |
| Date photograph taken | *This needs to be taken within 4 weeks of the ADM, and no more than the last 3 months* |

Genogram(a)

*The genogram needs to be located within the CPR document, as otherwise it is often not shared. This is required by the Adoption Agency Regulations (AAR).*

*This needs to be 3 generations on both sides of the family – maternal and paternal. If unknown, there needs to be a space for the individual and their details noted as ‘unknown’. Dates of birth should be used, rather than ages.*

2. Adoption agency details

|  |  |
| --- | --- |
| Name of agency | Adopt London South (ALS) |
| Address | 160 Tooley Street  London SE1 2QH |
| Tel. no. |  |
| Adoption agency case reference no. |  |

|  |  |
| --- | --- |
| Name of social worker completing this form |  |
| Address if different from the one above | Wandsworth Children’s Services  Town Hall Extension  High Street  London  SW18 2PU |
| Tel. no. |  |
| Email |  |
| Signature: |  |
| Is the social worker qualified under the Restriction on the Preparation of Reports Regulations 2005 to prepare this report?(b) | *Required to be a qualified SW with at least 3 years experience with experience of adoption work.* |
| If no, give details below of the person who is qualified and has supervised the preparation of this report | |
| Name |  |
| Signature |  |
| Name of team manager(c) |  |
| Address if different from the one above |  |
| Tel. no. |  |
| Email |  |
| Signature |  |

|  |  |
| --- | --- |
| Name of social worker responsible for family finding |  |
| Address if different from the one above | Adopt London South (ALS)  160 Tooley Street  London SE1 2QH |
| Tel. no. |  |
| Email |  |

|  |  |
| --- | --- |
| Date report completed |  |
| Date report updated(e) |  |
| Date of agency decision that child should be placed for adoption | *When was the Agency Decision Maker (ADM) meeting held? Or when is it provisionally being held?* |
| Date of care order/placement order or any other orders made | *When were these orders made?* |

3. Essential information about the child (f)

|  |  |
| --- | --- |
| Surname | *As on the child’s birth certificate* |
| First names | *As on the child’s birth certificate* |
| Other names child is known by (including familiar names) | *Shortened first names, nick names, etc* |
| Date of birth | *As on the child’s birth certificate* |
| Place of birth | *Hospital name, town, city, country* |
| Nationality | *If the child has a Passport, or we wanted to apply for one, what would be their citizenship?* |
| Sex | *As at birth. Issues regarding gender identity would be discussed within the ‘Identity’ section (9.6) of the report* |
| Current address *(can be withheld if confidential)* (f) | *Foster placement information can be withheld if required for confidentiality/safety reasons. It can be added later when matching.* |
| Local authority area of this address | *Please include* |

*NOTE: in relation to names, please ensure that all documents and databases utilise the same name of the child. This should be what is noted on their birth certificate. This should also be the same as on all legal documents. If this is not the case, this can have a further impact in the future, for example when applying for a passport, if legal documents do not match.*

4. Details of current carer

|  |  |
| --- | --- |
| Name of person(s) at this address who is the main carer of the child | *All details of the foster carer can be withheld dependent on each case* |
| Relationship/status of this person(s) to the child |  |
| Tel. no. |  |
| Email |  |

5. Family composition

This section should include birth parents, other family members, significant adults and other children and should specify the relationship to the child. Please set out the family members' full names, their dates of birth and their current addresses. For siblings (h) note whether full or half-sibling, maternal or paternal and if living with the child.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Relationship | Parental responsibility | DOB | Nationality | Ethnicity (g) | Address |
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*NOTE: This list should include all those individuals that we have information on. This is not limited to blood relations only, rather can encompass important others, such as godparents, step-relatives, etc. Siblings who have been adopted should also be included, with their birth names only listed – do not include any confidential adoption information.*

*Ethnicity: please utilise the Ofsted/ONS ethnicity categories.*

*If a piece of information is NOT KNOWN, please put this, or ‘unknown’, rather than leaving blank.*

6. Legal status of child

|  |  |
| --- | --- |
| If there is a court order in force, give name of court, date on which order was made and type of order | |
|  | |
| Have any orders been applied for but not yet granted? If so, which orders and at which court and date of application? | |
| *This does not refer to orders that we are planning to apply for.* | |
| Give date of final hearing if known | *If dates are known, even if in the future* |
| If the child is subject to proceedings, who are the parties to the proceedings? | |
| *List all those involved as respondents within proceedings* | |
| Is the child provided with accommodation under section 20 or section 59(1) of the Children Act 1989? | *Is this a voluntary accommodation? (Sec 20)*  *Is accommodation provided via a voluntary organisation (i.e. residential, etc)? (Sec 59)* |
| Give details and date of any formal or advanced consent to the placement of the child for adoption and the making of the adoption order (and whether yet witnessed by a CAFCASS officer). If subsequently withdrawn, give date withdrawn. | |
| *Has the child been relinquished for adoption? If so, have the relevant forms been completed and witnessed by CAFCASS?* | |
| Give details and the date where the parent or guardian has made a statement under section 20(4)(a) of the 2002 Act that they do not wish to be informed of any application for an adoption order. If such statements were subsequently withdrawn, give the dates of these withdrawals | |
|  | |
| Has the child any rights/claims under section 30 of the Fatal Accidents Act 1976 or any other rights to or interest in property which they may lose or gain if an adoption order is made?  *If yes, please give details* | |
|  | |

7. CAFCASS Guardian’s provisional view on whether adoption would be an appropriate plan if a care order is made (i)

Include name of Guardian, the date their view was given and whether written or verbal

*NOTE: This needs to be an updated view on the care plan. We should always have a discussion with the Guardian before filing of final evidence, when the Local Authority has made a determination as to what Care Plan they will be proposing for a child. The date of the Guardian’s view needs to be clear. Should the Guardian provide their view in writing (i.e. via email), this can be ‘cut and pasted’ here, as long as it is clear that this was received via email.*

8. Chronology of the child’s care since birth (j)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Age of child (yrs and mths) | From | To | Placement details – name of parent/carer and observations on the care provided | Reason for move |
|  |  |  |  |  |
|  |  |  |  |  |
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*NOTE:*

*This chronology should include all of the moves and changes of carer experienced by the child to date, including parents and other birth family members as well as other carers. The Annex B requires observations on the care provided in each placement. This should be a brief overall summary as it can be covered in more detail as needed in the child’s history. The placement details should describe the type of placement (e.g. with family members, foster placement, residential, etc), who the carers were, and state briefly the reasons for any move/change of placement, with more detail being provided in the child’s history section.*

*Within ‘Reasons for move’, only a brief overview is required. Do not ‘cut and paste’ details from assessments or detailed explanations of what happened that caused the move for the child. This will be explained within the content of the document.*

9. Descriptive and evaluative report on child (k)

In compiling this report, where evidence has been drawn from the reports of other professionals, give details below

*NOTE:* *What other reports have you used to inform this CPR? Parenting Assessments, psychological/psychiatric/cognitive assessments, risk/forensic assessments, historical documents, etc?*

|  |  |  |  |
| --- | --- | --- | --- |
| Name of report | Author of report | Professional position | Date of report |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

Description of the child (l)

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| --- |
| 9.1. Physical description |
| *If I was in the same room as the child, how would I see them? You should make the reader be able to clearly imagine the child in their mind. Point out unique/distinguishing characteristics or anything that makes them stand out (i.e. taller or more petite than other children their age).* |
| 9.2 Child’s personality |
| *Personality is subjective and we should think about how this is worded as the child will read this later in life. This should be regularly updated as well to reflect their development.*  *If I was in the same room with a child, how would I experience them?*  *How would others (mother, father, carer, other professionals) describe them? The foster carer is often best placed to ‘bring the child to life’. Make clear who is providing the descriptions. Are they different in different settings? You should make the reader be able to feel what it would be like to be in the room with this child.* |
| 9.3 Interests, likes and dislikes |
| *Be specific. Again, specifics give a real sense of what the child is like. Do they have favourite programmes, activities, items/toys,* *hobbies, music or sports preferences? Do they have any specific skills or talents? Do they always have to carry around a specific soft toy? Do they hate sitting still in a pram and would rather walk on their own holding hands? Are there certain things/foods/etc they get excited about?* |
| 9.4 Self-care skills |
| *This may be limited depending on the age of a child, but the older they get, they will have even small self-care skills. For babies, are they able to hold their own bottle? Can they hold a sippy cup? Are they learning to feed themselves with a fork or are they using their hands?*  *Try to say more than ‘they are solely dependent on their carers for all their self-care needs’.* |
| 9.5 Emotional, behavioural and social development |
| *Observations and feedback from others are important here. This should include a description and evaluation of the child’s capacity for making and sustaining relationships, and address the following:*   * *how their current carers describe them in terms of warmth, enjoyment or wariness of intimacy, their playfulness, their responses to daily routines, to boundaries being set and to changes in routines or circumstances;* * *how the child is developing relationships with other children in the family, including siblings, foster children or the birth children of their carers;* * *how the child is developing relationships with those outside the family such as friends, children at school, teachers. Do they maintain appropriate wariness of strangers or are they over-familiar?* * *the child’s developing “sense of belonging” to important people in their life.* * *Do we have any concerns about the child’s behaviour or development in this area? What is being done about this? Is there any support in place at present, or any proposed support? What does this look like and what is the timescale around this?* * *Have SDQ’s been undertaken? What are these telling us?* |
| 9.6 Identity |
| *Please be specific here in relation to a child’s identity. What do we know about the specifics of where the child’s parents are from – country of origin or heritage? (i.e. not just Black British or African, but Ghanaian, Congolese, Nigerian, etc). These are very specific and unique, and thus important for a child to know.*  *How does the child and/or their family see their identity?*  *Gender identity and sexual orientation – for older children, speak more to this here.* |
| 9.7 Religion – Has a religion been identified for the child? Does the child actively participate in their religious faith? Has the child been formally admitted to their religion through a recognised ceremony (state which)? |
| *Please be specific if possible – for example, Christianity is a very large umbrella with multiple denominations. What does religion look like within their lives and within their family? Have parents said anything in particular about what they would like for their child?* |
| 9.8 Language – Identify child’s first language and any other languages the child uses in daily living |
| *While the child may primarily use English, or be learning English as their primary language, are there any other languages used within the wider family that they may have or will be exposed to? This is also important for their family identity.* |
| 9.9 The child’s health(m) |
| *Be specific, do not put ‘the child is generally healthy’.*  *This may be the case, but they will be seeing medical professionals as a part of statutory requirements who you will have feedback from – Health Visitor, GP, optician, dentist, etc.*  *Please include specifics here:*   * *Date of last Review Health Assessment (RHA)* * *Date of Adoption Medical* * *Dates of immunizations (located within the Red Book)* * *Most recent height/weight/etc taken by Health Visitor/School Nurse/GP* * *Last optician and dental visits – unless they are not of age yet*   *Have they had any health/medical difficulties? If so, what was it, what treatment have they had, and what is the current status of this? Do not use medical terms or diagnoses without explaining what they are. Is anything being explored that is related to family health history?*  *Does the child have any disabilities? If so, what are these and the long-term implications? Do they receive any specialist support as a result (portage, PT, OT, SLT, etc)* |

10. Summary report from the agency medical adviser (m)

(insert or attach)

*NOTE: This section needs to specifically come from the document ‘****AGENCY MEDICAL ADVISER’S SUMMARY FOR THE PURPOSES OF THE ADOPTION AGENCY REGULATIONS 2005 reg. 17(1)(b)’. This is required in order to be compliant with the Adoption Agency Regulations (AAR).*** *This should not be a full adoption medical cut and pasted into the CPR. This should not be in relation to an IHA or an RHA, and this should not be a summary written by the social worker.*

11. The child’s education

This section should include all school placements, including playgroup and nursery provision

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Name of provider and address | Type of educational provision |
|  |  | *This is not just formal education, but also nursery and playgroups they may have attended.* |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| Does the child have a Statement of Special Educational Needs under the Education Act 1996? | *Yes/No* |
| If yes, include a summary of the main features and requirements. Attach any relevant copies of the following: the Statement, Annual Review Report, latest school and educational psychologist’s report and other relevant reports or plans. | |
| *If the child has an Educational Health and Care Plan (EHCP), please discuss that here and what provisions it includes. When has this been reviewed? Have any changes been made? Are there any other assessments that are a part of this?* | |
| If no, is the child receiving additional support, e.g. School Action, School Action Plus or Behavioural Support? | |
| *Is there any other support being offered at school to support this child/young person around their learning that is not a part of an EHCP? What does this look like, why is it in place; and how does this assist the child/young person?* | |

|  |
| --- |
| 11.1 Summary of child’s educational progress and needs(n) |
| *Be specific about what this child or young person’s educational experience looks like, both now and in the past.*  *Where do they currently attend and what year are they in? What are their favourite and least favourite subjects? Do they have goals for themselves around their education? When was their most recent Personal Education Planning (PEP) meeting? How are they doing in relation to meeting age related expectations? What is their attendance like? What do teachers say about them? What is their overall experience of education like?*  *For children not of school age, we should be speaking about their pre-school experiences. What is playgroup like for them? What does nursery staff say about what they are like within that learning environment?*  *For children not of nursery age, or not attending nursery, speak to what their development looks like. Are they meeting their developmental milestones? What would the Health Visitor say?* |

12. Summary of relevant family history and the child’s history (o)

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| --- |
| 12.1 Summary account of relevant family history |
| *This is a crucial section and should be written specifically for this report. This should not be ‘cut and pasted’ from other reports. A brief summary should be given of the relevant family history to help explain the local authority’s involvement and the situation the child was born into. Each birth parent’s history can be covered in more detail in their respective sections.* |
| 12.2 Summary account of child’s history from their birth to present time (including prenatal experience) and how this led to them becoming looked after |
| *The child’s history section should be used to set out this child’s ‘story’ and bring together the facts contained in other parts of this report to ‘tell’ this story. This should cover up to the present and requires updating at each point the report is revisited. This section should therefore be both a description and an analysis, and should include the following.*   * *Prenatal experiences, where known. Was the child exposed to alcohol and/or other substances? Include prescription medication as well as illicit substances.* * *Was there domestic violence or other trauma during the mother’s pregnancy? This should be based not just on parental reports, but also evidence from other sources, e.g. medical or police reports.* * *The structure and membership of the child’s birth family, drawing on information from the family tree.* * *The child’s relationships with their birth mother and father and other members of the extended family who have cared for them and how these have impacted on the child.* * *Their experience of being parented by their birth parents and the reasons they became looked after.* * *The known facts about and consequences of any abuse or neglect, and how this has influenced the child’s emotional and behavioural development.* * *Include any significant events, both positive and negative, which the child may have some memory of and also identify any gaps in the child’s records.* * *Their experiences of being cared for by foster carers, residential care workers or others as their principal carers.* |

13. Social worker’s analysis of the child’s needs and the implications for their future placement (p)

|  |
| --- |
| *This should be an analysis and a summary of the child’s needs based on their lived experiences and the implications of these experiences on their future. This should not just be a summary of 1) their needs already presented or 2) what we want of permanent carers. This needs to be an analysis of the child’s needs and what we will need to expect from carers in order for them to meet these needs.* |

14. Child’s wishes and feelings about adoption and contact (q)

|  |
| --- |
| Give date when views were last ascertained, and details of those views |
| *This should be a gathering of information directly from the child (if age appropriate) via direct work, alongside observations of the child, and feedback from other parties (i.e. foster carers), about what the child is/has said about their care plan. It should be made clear, via a date, when these views were heard from the child or young person.* |
| 14.1 Social worker’s analysis of the wishes and feelings of the child(r) |
| *Again, this section is an analysis, rather than merely a re-summarizing of what has already been stated above. This should include an assessment of the child’s level of understanding and give details of any direct work undertaken. We should understand WHY the child is, or may be, presenting with these wishes and feelings.* |
| 14.2 Any further relevant information |
|  |

15. The child’s birth mother (s)

|  |  |
| --- | --- |
| Surname | *As noted on the child’s birth certificate* |
| First names | *As noted on the child’s birth certificate* |
| Are these the names used at the time of the child’s birth? If no, what were they? |  |
| Other names used (including familiar names) | *Birth names, married names, legally changed name, nicknames, shortened name, etc* |
| Date and place of birth | *Date, Hospital, Town, City, Country* |
| Nationality and immigration status | *If they have a Passport, what is it? What is their status in the UK?* |
| Racial origin, cultural and linguistic background | *Be specific here – no to African / African Caribbean / Asian – yes to Ghanaian / Barbadian / Pakistani*  *Be specific about language and include any native language and level of fluency* |
| Current address (Give date when last confirmed) | *Be clear when we last confirmed address – by asking parents, visiting, sending them post, etc* |
| Local authority area |  |
| A recent good quality photograph should be attached or inserted here or reasons given where not available.  *We have to endeavour to get this from parents. This can be a photo of them with their child if they prefer. It can be one they choose to share with you rather than have you take of them. More than one can also be included.* | |
| Date of photograph: | *We should be trying to get regular photos of the child’s parent, even just for their own life story information, no matter where they are placed.* |

|  |
| --- |
| 15.1 Give a brief description of the birth mother |
| *It is important to be very descriptive and realistic about who birth mother is. This should include what she looks like and how one would experience her. Does she have any distinguishing features or anything that makes her stand out?* |
| 15.2 Briefly describe the personality and interests of the birth mother |
| *What is it like to be in a room with the birth mother? How would you describe her personality? What has it been like working with her?*  *How would mother describe her personality and how does she think others would describe her?*  *What does she like to do outside of being a parent? Does she have any hobbies, interests, talents, skills, preferred activities, favourite TV shows/music/sports/sports teams/etc?* |
| 15.3 Brief details of the birth mother’s education history |
| *What was her educational experience like? Where did she attend school and what does she recall about these experiences? Did she like school or not? Did she do well or not? Did she sit any exams, go on to further education, achieve degrees? Has she done any other training?* |
| 15.4 Current occupation or profession |
| *Does mother currently work or have something she does daily/weekly? I.e. volunteering, etc? If so, what is this like for her, what does it entail, and how long has she been doing it?* |
| 15.5 Brief details of her employment history |
| *Besides any current employment, what else has mother done previously? How long were these roles and what were they like for her?* |
| 15.6 Brief description of the home and neighbourhood where she lives |
| *Where does mother live – type of accommodation (flat, house, shared accommodation, bedrooms); who does she reside with; how long has she been here? What is the home like inside? What is the neighbourhood like – has she been here for long, is she familiar with the area, etc?* |
| 15.7 Brief summary of any relevant health factors |
| *This is a significant section when thinking about implications on a child for their future. We need to think about substance misuse, mental health, and medical/health problems. Please include:*   * *Any current or past diagnoses – physical or mental health* * *Current or past treatment received – to include medication or therapeutic intervention* * *Current or past levels of substance or alcohol misuse, to include use during pregnancy – were Hair Strand Tests, urine screenings, PETH tests, etc undertaken?* * *Engagement with prenatal care – did mother attend antenatal scans and checkups?* * *Does mother have any diagnosed disabilities? What do these entail and is there any support she is receiving? Has there been any genetic testing to see if this is hereditary?* |

16. Details of birth mother’s current partner (if not the child’s birth father)

|  |  |
| --- | --- |
| First names |  |
| Surname |  |
| Other names (including familiar names) |  |
| Sex |  |
| Occupation or profession |  |
| Status and length of relationship with birth mother (married, civil partnership, cohabiting), including relevant dates | |
| *Any information that can be provided on any subsequent partners is important.* | |

17. Summary and brief social history of the birth mother

|  |  |
| --- | --- |
| Date where known | Detail any **significant** events from birth – details of parents or carers, place of residence, education, bereavements or loss, major illness, significant relationships, including any previous marriages or civil partnerships, to give a brief social history of the birth mother relevant to this CPR**(t)** |
|  | *Chronology of mother’s lived experience. This is where we tell her early life story, to include any patterns that have been seen throughout her history. This needs to give readers a sense of how mother has gotten to where she is today.* |
|  | *Names of those not related to this child, for example previous partners, should be anonymised, only using first names or initials.* |
|  | *This should also include interventions and supports that have been provided.* |
|  | *Mother’s care experiences, any involvement of the Local Authority, previous children born and any other care proceedings.* |
|  | *What would mother say are things in her life that have shaped who she is? If we asked mother to build a timeline of her life to include significant events, what would she include?* |
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18. Birth father with parental responsibility (PR) for the child

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| --- | --- |
| How did he acquire PR for the child?(s) | *Named on Birth Certificate, DNA testing and PRO granted, etc* |
| Does he know of the plan to place the child for adoption? | *Yes / No* |
| If yes, give details of any formal or advanced consent to the placement of the child for adoption and the making of the adoption order (witnessed by a CAFCASS officer) | |
|  | |
| If no, has the agency decided that it is appropriate to counsel and advise him? Is there any ongoing contact with him directly or through another agency? | |
|  | |

19. Birth father without parental responsibility (PR)

|  |  |
| --- | --- |
| Is the identity of the birth father without PR known to the agency? | *Yes / No* |
| Has the paternity of the child been confirmed? | *Yes / No* |
| If yes, indicate how this was confirmed | |
| *Explain and provide date of DNA testing* | |
| Is anyone else claiming paternity of the child? If yes, give brief details | |
|  | |
| Does the birth father know of the birth of the child and what contact has there been with the agency?  *If he knows, set out what steps have been taken to counsel and advise him. Are these continuing? If not and the agency knows his identity, has the agency decided that it is appropriate to counsel and advise him? Is there any ongoing contact with him directly or through another agency?* | |
| *What have we done to advise father of the birth of this child? What does our attempts at communication with father look like? Have we done our due diligence?* | |
| Does the birth father intend to apply for parental responsibility for the child, or for a residence or contact order? |  |
| If yes, give details | |
|  | |

20. The child’s birth father (s)

|  |  |
| --- | --- |
| Surname | *As noted on the child’s birth certificate, as stated on other documentation or as verbalised directly by parent* |
| First names | *As noted on the child’s birth certificate, as stated on other documentation or as verbalised directly by parent* |
| Are these the names used at the time of the child’s birth? If no, what were they? |  |
| Other names used (including familiar names) | *Birth names, married names, legally changed name, nicknames, shortened name, etc* |
| Date and place of birth | *Date, Hospital, Town, City, Country* |
| Nationality and immigration status | *If they have a Passport, what is it? What is their status in the UK?* |
| Racial origin, cultural and linguistic background | *Be specific here – no to African / African Caribbean / Asian – yes to Ghanaian / Barbadian / Pakistani*  *Be specific about language and include any native language and level of fluency* |
| Current address (Give date when last confirmed) | *Be clear when we last confirmed address – by asking parents, visiting, sending them post, etc* |
| Local authority area |  |
| A recent good quality photograph should be attached or inserted here or reasons given where not available.  *We have to endeavour to get this from parents. This can be a photo of them with their child if they prefer. It can be one they choose to share with you rather than have you take of them. More than one can also be included.* | |
| Date of photograph: | *We should be trying to get regular photos of the child’s parent, even just for their own life story information, no matter where they are placed.* |

|  |
| --- |
| 20.1 Give a brief description of the birth father |
| *It is important to be very description and realistic about who birth father is. This should include what he looks like and how one would experience him. Does he have any distinguishing features or anything that makes him stand out?* |
| 20.2 Briefly describe the personality and interests of the birth father |
| *What is it like to be in a room with the birth father? How would you describe his personality? What has it been like working with him?*  *How would father describe his own personality and how does he think others would describe him?*  *What does he like to do outside of being a parent? Does he have any hobbies, interests, talents, skills, preferred activities, favourite TV shows/music/sports/sports teams/etc?* |
| 20.3 Brief details of the birth father’s education history |
| *What was his educational experience like? Where did he attend school and what does he recall about these experiences? Did he like school or not? Did he do well or not? Did he sit any exams, go on to further education, achieve degrees? Has he done any other training or qualifications?* |
| 20.4 Current occupation or profession |
| *Does father currently work or have something he does daily/weekly? I.e. volunteering, etc? If so, what is this like for him, what does it entail, and how long has he been doing it?* |
| 20.5 Brief details of his employment history |
| *Besides any current employment, what else has father done previously? How long were these roles and what were they like for him?* |
| 20.6 Brief description of the home and neighbourhood where he lives |
| *Where does father live – type of accommodation (flat, house, shared accommodation, bedrooms); who does he reside with; how long has he been here? What is the home like inside? What is the neighbourhood like – has he been here for long, is he familiar with the area, etc?* |
| 20.7 Brief summary of any relevant health factors |
| *This is a significant section when thinking about implications on a child for their future. We need to think about substance misuse, mental health, and medical/health problems. Please include:*   * *Any current or past diagnoses – physical or mental health* * *Current or past treatment received – to include medication or therapeutic intervention* * *Current or past levels of substance or alcohol misuse – were Hair Strand Tests, urine screenings, PETH tests, etc undertaken?*   *Does father have any diagnosed disabilities? What do these entail and is there any support he is receiving? Has there been any genetic testing to see if this is hereditary?* |

21. Relationship between the birth mother and birth father

|  |
| --- |
| What was the status of the birth father’s relationship with the child’s birth mother at the time of the birth of the child (married, cohabiting) and what is the current status of the relationship (separated, divorced, living apart) – include dates |
| *Do we know the story of how parents met and how long they have been/were together? Be as specific as you can in order to create a picture of how these two people came together resulting in the birth of this child.* |
| Give a brief description of the past and current relationship of the birth parents with each other and their views of this |
| *What do we know about the parents’ relationship with one another? Now and in the past? What are/were the positives about their relationship and any concerns there may have been within the relationship ie substance misuse, domestic abuse. What would they say about their relationship? We should make sure that it is not simply a professional view, but that we try and incorporate parent’s views here.* |

22. Details of the birth father’s current partner (if not the child’s birth mother)

|  |  |
| --- | --- |
| First names |  |
| Surname |  |
| Other names (including familiar names) |  |
| Sex |  |
| Occupation or profession |  |
| Status and length of relationship with birth father (married, civil partnership, cohabiting), including relevant dates | |
|  | |

2**3. Summary and brief social history of the birth father**

|  |  |
| --- | --- |
| Date where known | Detail any significant events from birth – details of parents or carers, place of residence, education, bereavements or loss, major illness, significant relationships including any previous marriages or civil partnerships (t) to give a brief social history of the birth father relevant to this CPR(t) |
|  | *Chronology of fatherr’s lived experience. This is where we tell his early in life story, to include any patterns that have been seen throughout his history. This needs to give readers a sense of how father has gotten to where he is today.* |
|  | *Names of those not related to this child, for example previous partners, should be anonymised, only using first names or initials.* |
|  | *This should also include interventions and supports that have been provided.* |
|  | *Father’s care experiences, any involvement of the Local Authority, previous children born and any other care proceedings.* |
|  | *What would father say are things in his life that have shaped who he is? If we asked father to build a timeline of his life to include significant events, what would he include?* |
|  |  |
|  |  |

24. Child’s siblings (full/half)

Complete this section for each identified sibling(u)

*NOTE: This section should be copied and completed for each half-sibling and full-sibling for the child. This is for any sibling who is living with the child, placed with parents, placed outside of the family within a kinship placement, or with adoptive parents. If there are no other full or half siblings, make this clear as well, rather than leaving blank.*

|  |  |
| --- | --- |
| Surname (can be withheld if confidential) | *If the child has been adopted, this needs to remain CONFIDENTIAL* |
| First names | *Use birth full names only – if the child has been adopted and name changed, do not disclose this.* |
| Date of birth | *As on birth certificate* |
| Place of birth | *As on birth certificate* |
| Sex | *As on birth certificate* |
| Ethnicity | *Be specific in relation to family’s cultural background* |
| Nationality | *If they have a Passport, what would this be?* |

|  |  |
| --- | --- |
| Birth mother’s full name (surname first) | *As per birth certificate or extent known* |
| Birth father’s full name (surname first) | *As per birth certificate or extent known* |

|  |  |
| --- | --- |
| Current carer’s name (where appropriate) | *If adopted or otherwise confidential, state CONFIDENTIAL* |
| Current carer’s address (where appropriate) | *As above* |
| Relationship/status of current carer to child |  |
| A recent good quality photograph should be attached here if appropriate or reasons given where not available | |
| *We should endeavour to include photos of siblings where at all possible. It may be that carers are willing to share these for the sake of life story work for children. These should be up to date, rather than dated photos we may already have on file. However it needs to be considered if the child has been adopted and photographs are not being shared.* | |
| Date of photograph: | *These need to be updated regularly if possible.* |

|  |
| --- |
| 24.1 Give a brief description of the child and their personality |
| *What do we know of who this child is and what they are like? Do we know what it is like to be in a room with them – if so, what would they look like and how would we experience them? What might others say about them?*  *If a child does not have any contact with this sibling due to placement elsewhere, what might others have said about this child that could be shared?* |
| 24.2 Current circumstances and legal status of sibling |
| *Set out the child’s current circumstances, whether they are currently “looked after”, and if so give details of the local authority that has responsibility for this sibling and their legal status. If there is a court order in force, give details of the type of order, the name of the court and the date on which the order was made. If an order has been applied for and not yet granted, give brief details.* |
| 24.3 Plan for this sibling |
| *Give brief details of the current plan for this sibling and whether a sibling assessment has been completed. If the plan for this sibling is adoption, indicate if this sibling is to be placed with the child subject to this CPR or any other siblings.* |
| 24.4 Sibling relationship |
| *Describe the nature of the relationship between this sibling and the child, including the length of the relationship, where and when they have lived together, the frequency of any contact and the quality of their relationship. Summarise the findings and outcome of any sibling assessment undertaken and state what decisions have been made about placement and the importance of them maintaining a relationship.* |

25. Other significant relatives or relevant people (v)

|  |  |
| --- | --- |
| Name |  |
| Relationship and significance to the child (including if they hold PR) | *Consider others within the child’s life who may be significant but not necessarily within their nuclear family – aunts, uncles, godparents, etc.* |
| View of the plan and date obtained | *For any of those family members or members of the wider network who have been included within the proceedings and/or assessed, it is important to gather their views on the care plan. Include the date when these views were last ascertained.* |

|  |  |
| --- | --- |
| Name |  |
| Relationship and significance to the child (including if they hold PR) |  |
| View of the plan and date obtained |  |

|  |  |
| --- | --- |
| Name |  |
| Relationship and significance to the child (including if they hold PR) |  |
| View of the plan and date obtained |  |

26. Current contact arrangements for the child

| **Relative or person** | What are the current arrangements? (Include frequency, location and supervision arrangements) | Child’s experience of contact (Give brief details of the quality of this contact. Is it meeting the child’s needs?) |
| --- | --- | --- |
| **Birth Mother *- NAME*** | *Ex:*  *Ms Smith has contact 3 days a week on Monday, Wednesday and Friday from 11am-2pm.*  *Contact is supervised at Smallwood Contact Centre* | *This should be a brief summary of what contact looks and feels like. Is mother consistent in her attendance, etc?* |
| **Birth Father - *NAME*** |  |  |
| **Maternal Grandparents** |  |  |
| **Paternal Grandparents** |  |  |
| **Sibling 1** |  |  |
| **Sibling 2** |  |  |
| **Sibling 3** |  |  |
| **Other significant people (name and relationship)** |  |  |

*NOTE: if there is no contact occurring, do not leave the section blank, please describe the reasons for this.*

27. Proposed contact arrangements for the child (w)

|  |
| --- |
| What transitional arrangements are planned once the care order/placement order is made? |
| *Once final orders are granted by the Court, what are we proposing the gradual decrease in contact will look like? Please set this out in detail (i.e. Week 1, Week 2, Week 3….)*  *If the child is still in the care of their parent(s), what is the proposed plan for moving them or for separation?* |

28. Planned contact arrangements and details after placement and after adoption (w)

|  |  |
| --- | --- |
| What are the proposed contact arrangements post-placement and post-adoption order as set out in the Care Plan? Set out the reasons for the plan and how it is considered to meet the needs of the child. | |
| *Once the final order is made and the transition plan for decreasing contact has occurred (as outlined above), what are we proposing contact will look like 1) until prospective adopters are identified and 2) post placement with prospective adopters and 3) once an Adoption Order is made?*  *Provide an overview as to why this plan has been proposed for this child. Why is each proposed type and frequency of contact deemed to be the most suitable for the child with that person?*  *This section needs to be updated after the making of the Placement Order, to ensure that prospective adopters are clear as to what contact is being expected they will support.* | |
| Give details of the arrangements for all relevant people set out below, e.g. direct or letterbox, frequency, duration, any other relevant details and any support or supervision requirements. | |
| Birth mother *- NAME* |  |
| Birth father *- NAME* |  |
| Birth mother’s current partner |  |
| Maternal grandparents |  |
| Paternal grandparents |  |
| Sibling 1 (name) |  |
| Sibling 2 (name) |  |
| Sibling 3 (name) |  |
| Other significant people (name and relationship) |  |

29. Chronology of the key decisions and actions taken by the agency with respect to the child (x)

|  |  |
| --- | --- |
| Date | Key decision/action |
|  | *This is where we set out what the Local Authority has done. This is a not a chronology of significant events that have happened in relation to the child, rather the steps we have taken.* |
|  | *Ex. Strategy discussions, Section 47, Child Protection Conferences, CLA Reviews, statutory health and education meetings, Court hearings, assessments, interventions, etc* |
|  | *This does not include every statutory visit.* |
|  | *Legal advice is privileged information and should not be included within chronologies.* |
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30. Support to the birth mother

See ‘Birth parent’s views’ section in Checklist, Guidance and Tools

|  |  |
| --- | --- |
| What support or services has the birth mother been offered or taken up? Has she been referred for/received counselling from an independent person in relation to the plan for adoption? (Give details) | |
| *During the course of our involvement, what support and interventions have we offered to the mother? How has she engaged in these? Are we recommending or in the process of referring her for anything else? If we have referred her, it is always important to provide the dates of the referrals to show a clear progression of the support.* | |
| Has the birth mother been given an opportunity to state her views on the adoption plan for the child?  Give date when views were last ascertained and briefly describe the outcome and her views. If no views were received, set out attempts made and reasons for non-completion. | |
| *We should be transparent with parents and always be open about parallel planning and that adoption may be a possibility, so that parents are not surprised by this. What has mother said about this? When was the date of the last time it was discussed with her? Have her views changed over time? If we haven’t spoken to her about this, why not?* | |
| Has the birth mother been shown the relevant sections of this CPR? | *Yes / No* |
| If yes, note date shown and briefly describe the outcome of this. If no, give reasons. | |
| *It may be challenging to have these difficult discussions with parents, but this is important to do to ensure that the information provided to children is accurate.* | |
| If the birth mother has written her own account, is this included within or appended to this report? | |
| *It would be beneficial to incorporate parent’s account into the report, alongside the social worker’s narrative.* | |

31. Support to the birth father

See ‘Birth parent’s views’ section in Checklist, Guidance and Tools

|  |  |
| --- | --- |
| What support or services has the birth father been offered or taken up? Has he been referred for/received counselling from an independent person in relation to the plan for adoption? (Give details) | |
| *During the course of our involvement, what support and interventions have we offered to the father? How has he engaged in these? Are we recommending or in the process of referring him for anything else? If we have referred him, it is always important to provide the dates of the referrals to show a clear progression of the support.* | |
| Has the birth father been given an opportunity to state his views on the adoption plan for the child?  Give date when views were last ascertained and briefly describe the outcome and his views. If no views were received, set out attempts made and reasons for non-completion. | |
| *We should be transparent with parents and always be open about parallel planning and that adoption may be a possibility, so that parents are not surprised by this. What has father said about this? When was the date of the last time it was discussed with him? Have his views changed over time? If we haven’t spoken to him about this, why not?* | |
| Has the birth father been shown the relevant sections of this CPR? | *Yes / No* |
| If yes, note date shown and briefly describe the outcome of this. If no, give reasons. | |
| *It may be challenging to have these difficult discussions with parents, but this is important to do to ensure that the information provided to children is accurate.* | |
| If the birth father has written his own account, is this included within or appended to this report? | |
| *It would be beneficial to incorporate parent’s account into the report, alongside the social worker’s narrative.* | |

**32. Ability and willingness of each parent and other family members or relevant persons to permanently care for the child** (y)

For each parent or guardian and/or where relevant the child’s relatives or any other person where an assessment has taken place, set out a summary of the assessment findings and your analysis of their ability and willingness to provide the child with a secure environment that encourages their full development and meets their needs. Include the care/legal options that have been explored in relation to this carer and the reasons why the options have been discounted (ACA 2002 s.1(4)(f)(ii))

|  |  |
| --- | --- |
| Name: |  |
| Relationship to the child: |  |
| Summary of assessment and social worker’s analysis of their parenting capability – their willingness and ability to provide a secure environment in which the child can develop and how they could meet the child’s needs within the child’s timescale | |
| *This is our analysis of parent’s capacity to parent their child. This is not merely a summary of what has happened or what assessments have been undertaken. We need to present a picture of WHY this parent is not being proposed as a carer for their child.*  *We may include information from these assessments in order to support our analysis – if done so, information taken directly from expert assessments need to be cited. Entire assessments should not be cut and pasted into this section, for example Viability Assessments.* | |
| Assessment and analysis of whether there should be an ongoing relationship with contact being continued and the value to the child of this happening | |
| *This is not just about WHAT contact we are proposing for the future, but WHY we are proposing such contact.* | |
| Their wishes and feelings regarding the plan for the child and date ascertained (if not covered elsewhere) | |
| *If this has been addressed in Section 30 & 31, that can be referenced here.* | |

*NOTE: Individual analyses should be completed on mother, father, and any other person who has had an assessment to care for the child (i.e. SGO / Connected carer assessment).*

33. Brief details of assessments of the child’s needs, giving date undertaken and expert’s opinion

|  |
| --- |
| *This section is about assessments that have been undertaken of the CHILD, not of the adults. These may include cognitive, psychological, specialist medical, attachment assessments or others. If no specialist assessments have been undertaken regarding the child, this should also be made clear, rather than leaving this section blank.* |

34. Summary of the reasons for considering that adoption would be in the child’s best interests

(Including addressing *all* the options which are realistically possible and analysis of the arguments *for* and *against* each option with date of relevant decision and reasons for any delay in implementing the decision) (z)

*NOTE: This is your ‘Re BS’ analysis or balancing exercise, required as a result of Re B (A Child) [2013] UKSC 33 and Re B-S (Children) [2013] EWCA Civ 1146 case law. Here you need to provide an overview of all possible placement options (not Order options) for the child and what are the strengths (factors in favour) and vulnerabilities (factors against) for each of these options. These are often vague and generic in nature and they need to be more specific to the child, rather than generic to each placement option.*

|  |  |  |
| --- | --- | --- |
| First realistic option: |  | |
| Factors in favour | | Factors against |
|  | |  |
| Second realistic option: |  | |
| Factors in favour | | Factors against |
|  | |  |
| Third realistic option: |  | |
| Factors in favour | | Factors against |
|  | |  |

|  |
| --- |
| Reason why adoption is the preferred and proposed placement option |
| *Explore and analyse why we are proposing adoption for the child and why this is the last and only realistic option for them. Why will ‘nothing else do’ to achieve permanency for them?* |

Section C: Recommendations

|  |
| --- |
| The relative merits of a placement order and other orders (such as a residence order or special guardianship order), including an assessment of why the child's long-term interests are likely to be best met by adoption rather than by any other order |
| *Within this space we should be outlining all possible Order options (above are placement options, here is LEGAL ORDER options) that the Court could make – No Order, Supervision Order, Special Guardianship or Child Arrangement Order, Care Order, or Care Order/Placement Order. We need to provide an analysis as to why ONLY A PLACEMENT ORDER WILL DO in relation to the long-term permanency for this child.* |
| Recommendations as to whether there should be future contact arrangements (or not), including whether a contact order under section 26 of the 2002 Act should be made |
| *Briefly outline again what post-order contact we would be recommending. In most cases we would not require a Contact Order as this would mandate certain levels of contact and would require returning to Court to amend them.* |