**BIRMINGHAM FAMILY COURT: ANNEX B REPORTS CHECKLIST Care Proceedings Case No: BM…………….**

Please complete this form and send it to the Court with the completed Annex B report and Placement applications. Each of these items are required by the Court in Birmingham and must be addressed in the report. We require you to give each of these matters specific consideration before submitting the report to the Court.

**If this checklist is not completed and sent in with the Annex B report the report will be returned to the social worker without being referred to a Judge. This may delay the issuing of the placement application and lead to the IRH being ineffective.**

|  |  |
| --- | --- |
| **DETAILS REQUIRED** | **TICK** |
| **Please set out the date of the IRH: Insert here:** |
| **Has the Placement Application been filed in compliance with time scale ordered by the Court?****If not explain why here:**  |  |
| **General** |
| 1. Are the pages in the report numbered?
 |  |
| 1. Have you used plain English, ideally with short, simple sentences?
 |  |
| 1. Have you answered each of the specific questions posed in the Annex B template?
 |  |
| 1. When describing ethnicity use capital letters, eg, **B**lack **B**ritish, **W**hite **B**ritish
 |  |
| 1. Has the report been proof-read & run through a spell checker for spelling and grammar errors?
 |  |
| 1. Have you checked that you have correctly identified the child by their full name as recorded on the birth certificate (not copied and pasted from other reports and therefore used a different name)?
 |  |
| 1. If you have cut and pasted sections from LA records, ensure that the passages are
2. In the correct tense now, i.e., at the date the report is written;
3. Relevant and needed in the report.
 |  |
| **Section A: Matters for Proceedings** |
| 1. Has the author confirmed that they are qualified to prepare reports under the Restriction on the Preparation of Adoption Reports Regulations 2005[[1]](#footnote-1)?
 |  |
| 1. Do the parents have capacity; are they represented by the Official Solicitor in the underlying care proceedings?
 |  |
| 1. Is a genogram included going back to the child’s grandparent’s generation?
 |  |
| **Section B: The child and the birth family** |
| 1. Is a colour photograph included of the child?
 |  |
| 1. Have photographs of all siblings/ half siblings been included and details of where the siblings are placed included? If not, have you explained why not and the efforts made to obtain photographs?
 |  |
| 1. Is the description of the child and his or her needs now and likely needs in the future accurate and fair?
 |  |
| 1. Is the report from the Agency Medical Adviser up to date, compliant with the AAR regulations and scanned into the report?
 |  |
| 1. Have you identified accurately whether the child may inherit any conditions from his/her birth parents or family?
 |  |
| 1. Have you included a photograph of each parent and if not, explained why not?
 |  |
| 1. Is your description of the parents balanced, up to date and accurate?
 |  |
| 1. Have you set out accurately the views of the parents and the views of other family members who are significant for the child?
 |  |
| 1. Include in the report the date on which the letter was sent to the parents informing them of the ADM’s decision and support available to them. Enter date here:
 |  |
| **Signed by social worker:** **Dated:**  |  |

1. [↑](#footnote-ref-1)