

Checklist for care proceedings application

Item	Comments
Genogram	This should go back at least 2 generations on maternal and paternal family.
FGC/ Network	Where possible file a copy of the family plan, reference and appendix within SWET. If not appropriate, evidence outcome FGC/ network clearly within the SWET, chronology. Provide details of those who can provide support to parents and the family. If it has not taken place, state the date this will be taking place, and reason why this has not taken place
Alternative carers	Identify all potential connected carers – where appropriate ICCAs should be completed prior to the application – All ICCAs/ screening assessments to be filed with application
Child's voice	Reference direct work and file as an appendix
Paternity	Demonstrate what efforts/ lengths you have gone to identify the father – this includes talking to maternal family and wider network
Pre-proceedings	Details of Pre-proceedings within SWET/ chronology ; include date PLO agreed, dates of meetings and attendance/ cooperation,
Pre-proceedings assessments	File all assessments that have been undertaken pre-proceedings, including C&F, pre-birth, capacity, psychological, toxicology, initial connected carers, ParentsAssess/ PAMS etc. These must be referenced within the SWET and initial care plan
intervention	Clearly detail all intervention offered, parents' engagement and progress/ or not and whether this has been declined. If declined, we need to demonstrate attempts to encourage parents to engage/ re referrals.
Assessment plan	Assessment needs to include dates of assessment sessions, what was covered, who was present, document read in preparation etc.
Sibling assessment	Where there is a possibility of children being separated, this needs to be done within PLO – if this has not taken place there needs to be an explanation and a date when this will be completed.
Birth certificate	To be filed when issuing, or once newborn has been registered