**BIRMINGHAM FAMILY COURT: ANNEX A ADOPTION CHECKLIST**

Please complete this form and send it to the Court with the completed Annex A. 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 A report the report will be returned to the social worker without being referred to a Judge.**

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| --- | --- |
| **DETAILS REQUIRED – General.** | **TICK** |
| 1. Have you used plain English, ideally with short, simple sentences?
 |  |
| 1. Have you answered each of the specific questions posed in the Annex A template?
 |  |
| 1. When describing ethnicity use capital letters, e.g., **B**lack **B**ritish, **W**hite **B**ritish
 |  |
| 1. Has the report been proof-read and checked for spelling and grammar errors?
 |  |
| 1. Are the pages numbered?
 |  |
| 1. Have you checked that you have correctly identified the child by name (not copied and pasted passages from other reports and therefore used a different name)?
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| 1. If you have cut and pasted sections from local authority 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 - Part 1: The Report** |
| 1. Does the report have the Court case number on the front?
 |  |
| 1. Have the author / both authors confirmed that they are qualified to prepare reports under the Restriction on the Preparation of Adoption Regulations 2005?[[1]](#footnote-1)
 |  |
| **Section A - Part 2: Matters for the Proceedings?** |
| 1. (i) Do the parents have capacity?

(ii) Did the parents have litigation capacity in the care proceedings; were they represented by the Official Solicitor in the underlying care proceedings? |  |
|  |
| **Section B - Part 1 – Information** |
| **The Child**  |
| 1. Have photographs of all the siblings been included together with details of where the siblings are placed? If not included, you must set out why not and what efforts have been made to obtain them.
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| 1. Is the report from the Agency Medical Adviser scanned into the correct part of the report?
 |  |
| 1. Have you identified accurately whether the child may inherit any condition(s) from his/her birth parents or family?
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| **Each parent of the child** |
| 1. Please include the best photograph you can of each of the parents.
 |  |
| 1. The Court will expect you to have tried to make some recent contact with the parents; you are likely to be asked about that at the final hearing. Have you provided details of that contact in the report?
 |  |
| **Section B - Part 3 – A summary of the actions of the adoption agency** |
| 1. Please identify the date upon which the parents were given written notice that the plan for the child was one of adoption[[2]](#footnote-2). Date:
 |  |
| **Section C – Part 1**1. Is the report from the Agency Medical Adviser in respect of the applicant(s) scanned in or the summary ‘cut and pasted’ into the report?
 |  |
| **Signed and dated:**  |
| **Name of person who has proof read and checked the report:** |

1. Author required to have at least three years’ experience post-qualifying experience in child care social work, including direct experience of adoption work, **or** to be supervised by a social worker who is employed by the local authority or adoption agency and has at least three years’ post-qualifying experience in child care social work, including direct experience of adoption work. [↑](#footnote-ref-1)
2. Following a decision by the Adoption Agency Decision Maker to approve a plan of adoption, a standard letter is sent out informing them of the decision and providing a leaflet with information about what support is available to them, this is generated by the adoption panel team. [↑](#footnote-ref-2)