

**Guidance for (Berkshire) Social Workers when submitting CPRs for Should be Placed for Adoption decisions**

It is important to follow the framework outlined below to avoid the potential need to amend any Court timetable.

**Adoption is the preferred option**

Begin writing the CPR immediately, book medical, obtain birth certificate

**Check key dates and deadlines**

Evidence-filing dates, dates assessments are due to be returned, the date of the IRH, the date of the FH (these dates will impact on the date papers are sent to the ADM)

**Book the case in with the Joint Legal Team and Adopt Thames Valley (the Agency Adviser for Berkshire authorities) and with the ADM’s PA/business support** by contacting:

Mary Capel (Adoption Team, Joint Legal Team) = 0118 9372989 [mary.capel@reading.gov.uk](mailto:mary.capel@reading.gov.uk)

or

Adam Walters (Agency Adviser) = 07881311689 [adam.walters@oxfordshire.gov.uk](mailto:adam.walters@oxfordshire.gov.uk)

Mary and Adam will provide advice in relation to timeframes.

Mary will send the Social Worker an email agreeing the timeframes and asking them to

book the ADM date with the ADM’s PA/Business Support. The Social Worker **must** provide Mary and Adam with the date that ADM will be considering the CPR (and supporting papers/documents).

The CPR (and supporting reports/documents) should be sent to the Agency Adviser at least 2 weeks before the date your ADM is considering the decision. This allows time for the Joint Legal Team and the Agency Adviser to provide any advice in relation to the finalised CPR.

**When the CPR has been finalised send it to your manager for checking and signing** (both checking and signing are an essential requirement before the CPR is submitted to the Agency Adviser and the Joint Legal Team)

**Send CPR and supporting reports/documents to the Agency Adviser on the agreed date**

The supporting reports/documents include: the pre-permanence/adoption medical, psychological reports, parenting assessments, viability assessments, sibling assessments, carer’s report, and any other report that has informed the CPR. The pre-permanence/adoption medical report must be submitted.

**Agency Adviser sends the CPR and supporting reports/documents to the Joint Legal Team so they can begin preparing the Legal Advice.**

**Agency Adviser reads the CPR and supporting reports/documents**. Via ‘track changes’ and ‘comments’ the Agency Adviser provides feedback and returns an ‘agency adviser’ copy of the CPR to the Social Worker with the proposed amendments and considerations (the Joint Legal Team may also suggest amendments)

**Amendments to the CPR are made by the Social Worker**

The Social Worker will consider the feedback, make the required changes, and return the CPR (remembering to amend the document title to include ‘CPR final copy’) to the Agency Adviser.

If any issues need to be discussed it is helpful for the Social Worker to be available for feedback via telephone or MS Teams.

**Agency Adviser sends the final CPR and supporting reports/documents** **to the ADM together with the Agency Adviser advice and Legal Advice by the agreed date.**

**ADM ratifies the plan for adoption (if appropriate)**

Please remember to contact the Agency Adviser and the Joint Legal Team if there is any change of plan or the timescales need to change.