# Adoption Case Record Guidance

The child's Adoption Case Record should contain the following information and documents:

1. The child's original birth certificate and birth details (time, weight, type of delivery etc);

2. Description and details (including family tree) of the birth family and household set out in an Assessment or other relevant document;

3. Photographs, certificates, other significant personal mementos and Life Story Book;

4. Completed Neo-natal and obstetric reports;

5. The Child's Permanence Report;

6. The Prospective Adopter's Report and Adoption Placement Report;

7. The Adoption Support Plan;

8. The child's profile, Matching Meeting minutes and any other documents prepared and presented for the matching decision;

9. Record of social work with child about adoption, including recording of direct work. This should include the date of every contact, whether the child was seen, issued discussed, child's views, analysis and evaluation of the content of the report. This will provide a record to inform current actions and a record for the young person in later years;

10. Details of siblings, together with any assessments and decisions to place brothers and sisters separately, including minutes of relevant meetings;

11. All relevant minutes and the Agency Decision Maker (Adoption) decisions in relation to the child's adoption plan and placement, including records of discussions held by the Agency Decision Maker. Copies of all notifications of agency decisions will be sent to birth parents and adopters;

12. Looked After Review minutes and the child's Care Plan from the point when adoption was identified as the plan;

13. Assessments, correspondence and signed agreements relating to post-adoption contact;

14. Any other key correspondence to and from members of the child's birth family;

15. Minutes from Placement Planning Meetings;

16. Itemised List and copies of information supplied to child;

17. Itemised List and copies of information supplied to adopters;

18. Later Life letter/information from the birth parents to the child;

19. Later Life letter from the social worker outlining the circumstances of the adoption plan;

20. The Adoption Placement Plan and any amendments;

21. Reports of visits to the child post-placement and records of any Adoption Review meetings. As previously stated, this should provide sufficient detail to inform current actions but also enable the young person in future years to make sense of his/her history;

22. Court reports and other documents prepared for Placement Order applications (if applicable) and the adoption application;

23. Copies of Care Orders (including Interim Care Orders);

24. Copy of any Parental Consent to Adoptive Placement and Parental Consent to the adoption and/or a copy of the Placement Order;

25. Copy of Adoption Order;

26. Any recording relating to requests for access to birth records by the adopted person or access to the Adoption Case Record by any person;

27. Any Veto - absolute or qualified - registered by the adopted person;

28. Minutes of any Disruption Meetings.

It is essential that all case records reflect the supervisory process and comprehensive management overview.