# Adoption Case Record Guidance

**KEEPING THE CHILD’S ADOPTION CASE RECORD**

1. The duty of the local authority:

We have a duty to keep a child’s adoption case record (The Adoption Agencies Regulations 2005 (AAR) 12 Requirement to open child adoption case record).

The information we keep on the child’s adoption case record should reflect all the work about/with the child and their adoption journey to their adoptive parents. Records should be clear, accurate, up to date and contribute to an understanding of the child’s life.

The Adoption National Minimum Standards guidance states ‘decisions and reasons are clearly expressed, non stigmatising, distinguish between fact and opinion and third party information’.

2. Why is it important:

During the child’s childhood an adoption support worker or therapist can request access to the adoption case record to support their work with the child and family.

At age 18 the child can request their adoption case record without making a DSAR (Data Subject Access Request) request (as the person has to do for access to their child in care record). When the adoption case record is kept as it should be the request can be actioned promptly by the adoption support agency and local authority.

3. The documents:

Embedded below is the list of documents that make up a child’s adoption case record. This information is taken from: North Somerset TriX. Home. Contents. Section 5. Fostering & Adoption. 5.2 Fostering & Permanence Services. 5.2.11 takes to Adopt west Trix and you will see in No. 2 the guidance about a child’s adoption case record.

Adopted adults are entitled to any original information that maybe on the record for example letters/cards/photographs.

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.