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| --- | --- |
| Date of application: |  |
| Court: |  |
| Court case number: |  |
| Application type: |  |
| Hearing type: |  |
| Hearing date: |  |

|  |  |
| --- | --- |
| Social worker: |  |
| Date report completed: |  |
| Filing date: |  |

*Guidance notes in blue are provided here to assist the author, this text should however be removed before submitting the template to the court.*

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| 1. FAMILY PROFILE |

**1.1. Child(ren) subject of the application**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of child/ren | Gender | Date of birth | Age | Ethnicity |
|  |  |  |  |  |
|  |  |  |  |  |

**1.2. Adult parties to the proceedings**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of party | Gender | Relationship to child(ren) | Date of birth | Ethnicity |
|  |  |  |  |  |
|  |  |  |  |  |

**NB. Insert genogram here**

**1. 3. Key agency involvement**

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| Key agencies involved | *(Give* ***brief*** *details of SCS and other agency involvement plus any outcomes)* |
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| 2. SUMMARY OF APPLICATION AND THE MAIN ISSUES |
| *Use numbered paragraphs (2.1, 2.2, 2.3)*   * *Start with child – name, age, and current arrangements: who they live with and when they spend time with a non-resident parent.* * *Summarise in clear, straight forward language the key issues and what the parents want.* * *State the application(s) before the court and what the court has asked you to do.* * *If previous proceedings, list the main points and outcome.* |
| 3. ENQUIRIES UNDERTAKEN FOR THIS REPORT |
| *Using numbered paragraphs (3.1, 3.2, 3.3)*   * *List all the documents you have read in preparation for writing the report.* * *List the meetings, appointments and phone conversations you have had with the child/ren, parents, family members and professionals/ agencies.* * *Refer to the CAFCASS Schedule 2/ safeguarding Letter which details the safeguarding checks completed at the start of the proceedings.*  *Include any additional safeguarding checks undertaken.*   **3 continued….**   * *Provide a summary of key and relevant information arising from interviews with parents/ carers and professionals and any observations conducted. Use quotation marks if using child or parent’s own words.* ***Analysis arising from any meetings with the child and family should be contained in sections five and six below.*** |

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| **4. THE RELEVANT CHRONOLOGY** | | | |
| **Date** | **Incident or sequence of incidents relevant to the child’s protection and/or welfare** | **Outcome** | **Source (agreed or disputed)** |
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| **5. CHILD IMPACT ANALYSIS** |
| *Using numbered paragraphs, consider each child separately with their own analysis (5.1, 5.2, 5.3).*   * *In considering the impact upon the child you will need to reference relevant welfare considerations that relate to the child using these headings:* * *The wishes and feelings of the child concerned, including the weight to be attributed to them in the context of the issues in the case.* * *The child’s particular physical, emotional and educational needs* * *The likely effect on the child if circumstances changed as a result of the court’s decision.* * *The child’s age, background and any other characteristics which will be relevant to the court’s decision.* * *Any harm the child has suffered or may be at risk of suffering.* * *Consider analysis of the* ***impact*** *for each child of:* * *Any evidence-based risk and strengths identified.* * *Their exposure to the current level of dispute between the parents, and their resilience and vulnerability.* * *The nature and quality of the child’s relationships* |
| **6. PROFESSIONAL JUDGEMENT** |
| *Using numbered paragraphs (6.1, 6.2, 6.3), provide an evaluation of the evidence regarding:*   * *How capable each of the child’s parents, and any other person in relation to whom the court considers the question to be relevant, is of meeting the child’s needs.* * *Your opinion as to how the child’s safety and well-being can best be promoted.* |
| **7. RECOMMENDATIONS** |
| *Using numbered paragraphs (7.1, 7.2, 7.3.*   * *Without repeating analysis elsewhere, provide short clear recommendations as to the future arrangements for the child/ren.* * *Include any identified need for post proceedings support, and any agreed future actions by one or both parents.*   ***4 continued ….***   * *Consider how the child will be informed of the outcome.* * *If recommendation include that there be no further Surrey Childrens Services involvement, inform the court and parties that the family will be closed down, and that if further work or attendance at court is directed, then for the order to be served on the Local Authority, without delay.* |

In compiling this report, I have had regard in particular to the welfare checklist as required by Rule 16.20/16.33 Family Procedure Rules 2010 and I have applied a welfare checklist analysis to the facts of the case throughout.

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| Signed: |  |
| Name: |  |
| Role: |  |
| Date: |  |