

# **CHILD'S PERMANENCE REPORT (CPR)/ANNEX B REPORT**

## **GUIDANCE NOTES AND ADDITIONAL RESOURCES**

**First published May 2014**

## Checklist for the CPR/Annex B report

(can be attached to report)

### The Child's Permanence Report (CPR) and Annex B report includes the following paperwork:

**Section A:** The report and matters for proceedings (this is only needed as a front sheet to the Annex B report)

**CPR / Section B:** The child and the birth family – factual information about the child and the significant people involved in their lives; descriptive report on the child; key information on those people who are significant to the child (completed as applicable) and contact arrangements; views of all relevant parties; and the actions of the adoption agency

**CPR / Section C:** The recommendations made by the adoption agency

**Tick to indicate which sections have been completed and are included**

<b>Section A</b>	The report	Required	
	Matters for the proceedings	Required	
<b>Section B/ Part 1</b>	Up-to-date photo of child	Required	
“	Adoption agency details	Required	
“	Essential information on the child	Required	
“	Descriptive report on the child	Required	
“	Wishes and feelings of the child	Required	
“	The child's birth mother	Required	
“	The child's birth father	Required	
“	Other people with PR	As applicable	
“	Other relatives or relevant people	As applicable	
“	Siblings	As applicable	
<b>Part 2</b>	Contact plans – current and proposed	Required	
<b>Part 3</b>	Decisions and actions of the agency	Required	
“	The views of the child's birth mother and birth father	Required	
“	Assessments of birth parents and relatives	Required	
<b>Section C</b>	Recommendations	Required	
<b>Additional paperwork for ADM</b>	<b>Additional paperwork required for agency decision-maker (ADM), e.g. court reports, sibling assessments, medical report and foster carer's report on the child should be appended to this report when an agency decision is being sought.</b>	<b>Required for agency decision</b>	

## Notes for Guidance

### General

The purpose of the Child's Permanence Report is to enable the agency decision-maker (ADM) and, where appropriate, the adoption panel to discharge their functions under the Adoption Agencies Regulations 2005 and subsequent amendments, including compliance with the welfare checklist in section 1 of the Act. Additional guidance is available in the Adoption Statutory Guidance Chapter 1.<sup>1</sup> These are:

- to recommend/decide whether the child should be placed for adoption;
- to recommend/decide that the child should be placed with prospective adopters;
- as the source of essential information to the prospective adopters when first approached by the agency about a child to enable them to decide whether to proceed with the matching process;
- as a source of important information about the child's background and heritage to the adopters once any placement is made;
- as a source of important information for the adopted adult about their life history and heritage;
- as the referral form for the Adoption Registers for England and Wales.

The Child's Permanence Report is an essential tool in enabling the adoption agency to plan for the future life of a child.

The Annex B report provides the evidence required to support the application made by the local authority for a placement order and meets the requirements of Practice Direction 14C. Along with other documents submitted to the court, it will enable the court to decide whether adoption is the right plan for the child and whether a placement order should be made.

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<sup>1</sup> [www.education.gov.uk/consultations/downloadableDocs/170214%20Adoption%20Statutory%20Guidance.docx](http://www.education.gov.uk/consultations/downloadableDocs/170214%20Adoption%20Statutory%20Guidance.docx)

## CoramBAAF Form CPR (2015) Part 1. Information about the child

The 2015 version of the CPR was designed to also be used as the Annex B report to accompany the placement order application, to eliminate duplication of work for social workers. The headings of the form are ordered as much as possible to meet the requirements of the Annex B report and the Adoption Agencies Regulations, including Schedule 1, whilst maintaining the coherence of the child's story. It has also taken account of the requirements of the care template so that relevant information can be transferred between these reports. The form was piloted by eight local authorities: Birmingham, Calderdale, Derby, Plymouth, Sandwell, Somerset, South Gloucestershire and Tower Hamlets. We are grateful to all those involved who participated in the pilot and provided feedback to assist in the development of the template. The 2018 CPR has been updated to address gender identity issues.

In writing this report, it is important to remember these different functions and purposes and potential audiences for the report. It is also important to be compliant with the requirements set out in regulations in relation to information in post-commencement adoptions and obtaining necessary consents. For the report to fulfil these functions, it will need to be accurate, up to date, balanced, coherent and complete.

The report combines facts about the child and the people who have played an important part in their life to date. It also contains evidence about the child's development and their need for a permanent family. The report will combine the work of many different people contributing their experience, understanding and knowledge of the child and their circumstances. These people will include:

- professionals from health, education and social care, including foster carers;
- the wishes, views and feelings of the child, wherever these can be made available;
- the child's parents and other birth family members;
- other significant people in the child's life.

The accuracy of the Child's Permanence Report (CPR) is essential since it will not only form the basis on which decisions are made about whether the child should be placed for adoption, but will also assist the agency in matching the child with an appropriate prospective adopter, and will be the source of the information about the child on which the prospective adopter will rely.

In due course the child, on reaching adulthood, will be able to request a copy of the CPR under the Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations (AIR), and may have to rely on this document as the principal source of information about their pre-adoption history. The material gathered together for this report also needs to be evaluated and analysed so there is a clear understanding of the child's current and future needs and how these can be met.

### Meeting General Data Protection Regulation 2018 (GDPR) requirements

The information included in the CPR about the child's relatives and other people involved with them, such as foster carers, is gathered to meet the requirements of the Adoption Agencies Regulations. Part 3, specifically Regulation 17 and Schedule 1 parts 1 and 3, and so is not treated as personal data as defined in the GDPR 2018. Consent is therefore not required in order to include the information in the CPR. Under GDPR, the basis for processing this information will be 'legal obligation', as the processing is necessary to comply with the law. When the CPR is shared with prospective adopters, they should be reminded that this is confidential information about the child and should be returned to the agency in the event that the link/match does not proceed.

### Completing the form

CoramBAAF Form CPR (2015) is available only as an electronic template. The main report has been ordered in three sections linked to those required in the Annex B report, but these will be presented as one document. The front sheet can be adapted to reflect the legal status of the report, i.e. a CPR for a child being placed with consent, a CPR where an application for a placement order will be made, or as an Annex B report. There is an additional front sheet provided with this guidance – the required front sheet for Section A of the Annex B report. The details of information included in each section are set out in the checklist in this guidance which can also be included with the panel paperwork. The forms for collecting the views of birth parents and the child are included with this guidance. The information gathered from these should be incorporated into the main document rather than being attached to the CPR and should then be placed on the child's adoption file. There will be a need to update the report at appropriate times, e.g. when a match is being presented to the adoption panel, and it will be important that the most up-to-date reports are placed on the child's adoption file and given to the prospective adopters.

## CHILD'S PERMANENCE REPORT

(Where there is Parental Consent to Place)


## CHILD'S PERMANENCE REPORT

(Where there will be an Application for a Placement Order)

PRACTICE DIRECTION 14C ANNEX B REPORT TO COURT

WHERE THERE HAS BEEN AN APPLICATION FOR A

PLACEMENT ORDER (delete as appropriate)

Name of child	Please write my full name – as recorded on my birth certificate
Date of birth	Please check my date of birth with my birth certificate
Photograph of child	
	
Think about my photo – make sure it is recent, show me playing or doing something I enjoy, make sure I can be seen - I want to look my best	
Date photograph taken	

**Please note – letters in brackets in superscript refer to notes in the Checklist, Guidance and Tools**

## Genogram<sup>(a)</sup>



## Child's family tree/family structure.

This can be presented as a family tree or genogram, but where a family is very large and/or complicated, it may be clearer to list the relevant family members rather than use a diagram. This section should normally go back to the child's grandparents' generation and include all siblings and half-siblings, and significant extended family members. Use dates of birth where known rather than ages. The required template for the court application could be used.



**Please check – have you spelt our names correctly?  
Are all my brothers and sisters on here?**



## 2. Adoption agency details

<b>Name of agency</b>	
<b>Address</b>	
<b>Tel. no.</b>	
<b>Adoption agency case reference no.</b>	


<b>Name of social worker completing this form</b>	
<b>Address if different from the one above</b>	
<b>Tel. no.</b>	
<b>Email</b>	
<b>Signature:</b>	
<b>Is the social worker qualified under the Restriction on the Preparation of Reports Regulations 2005 to prepare this report?<sup>(b)</sup></b>	<p>YES/NO</p> <p>A social worker must have at least 3 years' post qualifying experience in child care social work, including direct experience of adoption work, or 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</p>
<b>If no, give details below of the person who is qualified and has supervised the preparation of this report</b>	

CoramBAAF Form CPR (2015) Part 1. Information about the child

<b>Name</b>	
<b>Signature</b>	
<b>Name of team manager<sup>(c)</sup></b>	
<b>Address if different from the one above</b>	
<b>Tel. no.</b>	
<b>Email</b>	
<b>Signature</b>	

<b>Name of social worker responsible for family finding (if known)<sup>(d)</sup></b>	Adopt South West Family Finder
<b>Address if different from the one above</b>	
<b>Tel. no.</b>	
<b>Email</b>	

<b>Date report completed</b>	
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<p><b>Date report updated<sup>(e)</sup></b></p>  <p><b>We will want to be able to read about our journey as we get older and see when decisions were made and why.</b></p>	<p>Updates are required at each stage the report is used. It is expected that the report is updated following the conclusion of court proceedings, prior to matching panel and following placement if required.</p> <p>For example – see section for how to record updated information</p>
<p><b>Date of agency decision that child should be placed for adoption</b></p>	
<p><b>Date of care order/placement order or any other orders made</b></p>	

### 3. Essential information about the child <sup>(f)</sup>

<b>Surname</b>	
<b>First names</b>	
<b>Other names child is known by (including familiar names)</b>	
<b>Date of birth</b>	
<b>Place of birth</b>	
<b>Nationality</b>	

<b>Gender<sup>(f)</sup></b>	Where the child is old enough, it may also be appropriate to discuss issues of gender identity, gender expression, sexual orientation and trans status. This should be recorded in section 9.6 under the identity heading, and references throughout the report as appropriate. For more information, see the CoramBAAF Practice Note 70 on Working with Trans Young People in Foster Care.
<b>Current address</b> <i>(can be withheld if confidential)</i> <sup>(g)</sup>	The social worker should withhold confidential information if applicable. (This could be inserted into the CPR at a later stage e.g. for matching)
<b>Local authority area of this address</b>	

## 4. Details of current carer

<b>Name of person(s) at this address who is the main carer of the child</b>	Be mindful of confidentiality of this information – at the stage of application to court for a Placement Order recording the names of the foster carers is sufficient
<b>Relationship/status of this person(s) to the child</b>	
<b>Tel. no.</b>	
<b>Email</b>	

## 5. Family composition

This section should include birth parents, other family members, significant adults and other children and should specify the relationship to the child. Please set out the family members' full names, their dates of birth and their current addresses.

For siblings <sup>(i)</sup> note whether full or half-sibling, maternal or paternal and if living with the child.

(h) Ethnicity :The Office for National Statistics (ONS) sets out that 'the terminology used to describe ethnic groups has changed markedly over time and however defined or measured, tends to evolve in the context of social and political attitudes or developments. Ethnic group is also very diverse, encompassing common ancestry and elements of culture, identity, religion, language and physical appearance.' It recommends that people should be invited to select, from a list of categories, the ethnic group to which they consider they belong. These categories are also now used by Ofsted and so will be familiar to social workers.

Name	Relationship	Parental responsibility	DOB	Nationality	Ethnicity (h)	Address

## 6. Legal status of child

If there is a court order in force, give name of court, date on which order was made and type of order

Have any orders been applied for but not yet granted? If so, which orders and at which court and date of application?

Give date of final hearing if known

If the child is subject to proceedings, who are the parties to the proceedings?

<b>Is the child provided with accommodation under section 20 or section 59(1) of the Children Act 1989?</b>	Yes/No
<b>Give details and date of any formal or advanced consent to the placement of the child for adoption and the making of the adoption order (and whether yet witnessed by a CAFCASS officer). If subsequently withdrawn, give date withdrawn.</b>	
This is usually the case of relinquished child/ren	
<b>Give details and the date where the parent or guardian has made a statement under section 20(4)(a) of the 2002 Act that they do not wish to be informed of any application for an adoption order. If such statements were subsequently withdrawn, give the dates of these withdrawals</b>	
<b>Has the child any rights/claims under section 30 of the Fatal Accidents Act 1976 or any other rights to or interest in property which they may lose or gain if an adoption order is made?</b>	
<i>If yes, please give details</i>	
This should be checked with legal	

## **7. CAFCASS Guardian's provisional view on whether adoption would be an appropriate plan if a care order is made <sup>(j)</sup>**

**Include name of Guardian, the date their view was given and whether written or verbal**

(j) Where court proceedings are taking place, it is important that the children's guardian's views are conveyed to the decision-maker, particularly if these differ from those of the local authority. Their view at this stage will be a provisional one based on the evidence available and it should be made clear whether they have provided a written view which has been inserted into the report or whether the social worker is representing their view given verbally. There may also be expert reports available which have been prepared in connection with the court proceedings. Although this may sometimes give rise to difficulties of timing, it is essential that these or a summary (agreed between the local authority's legal adviser and the other parties to the proceedings) should be made available to the decision-maker.



**It is good to have an update recorded in this report following the final hearing so that we know what the guardian's thoughts were at the final hearing**

## 8. Chronology of the child's care since birth <sup>(k)</sup>

(k) Chronology of the child's care since birth. The chronology should include all of the moves and changes of carer experienced by the child to date, including parents and other birth family members as well as other carers. The Annex B requires observations on the care provided in each placement. This should be a brief overall summary as it can be covered in more detail as needed in the child's history. The placement details should describe the type of placement (e.g. with family members, foster placement, residential, etc), who the carers were, and state briefly the reasons for any move/change of placement, with more detail being provided in the child's history section. This information may be transferred from the social work care template.

Age of child (yrs and mths)	From	To	Placement details – name of parent/carers and observations on the care provided	Reason for move

## 9. Descriptive and evaluative report on child <sup>(l)</sup>

**In compiling this report, where evidence has been drawn from the reports of other professionals, give details below**

(l) Include sources of information from any historical records used, as well as reports commissioned for current court proceedings

Name of report	Author of report	Professional position	Date of report



## Description of the child <sup>(m)</sup>

It will be important to keep updating this section to reflect the changing needs/development of the child

### 9.1. Physical description

The physical description should complement the photograph of the child and should include any information not obvious in the photograph, for example, if the child is bigger or smaller than the average for his or her age and any striking characteristics.



**We want to know what makes us an individual?**

**Do we look like anyone in our family, do we share eye/hair colour with other family?**

### 9.2 Child's personality

Given the subjective nature of this description and the likelihood that the child will read this in later life, considerable care should be exercised in using words and phrases that are accurate and give a balanced and helpful picture of the child. All descriptions of the child will need updating to reflect the child's development. The foster carer will often be the best placed to "bring the child to life", but it will be important for the social worker to also draw on their own knowledge of the child as well as that of other relevant people, e.g. teachers, nursery workers, parents. It should be made clear where information/views about the child have come from and if there are differing perceptions of the child in different settings.



**what makes me, me?**

### **9.3 Interests, likes and dislikes**

Interests, likes and dislikes. Describe the child's particular interest in hobbies, music, sporting activities, etc. If she or he has particular aptitudes or talents, these should be noted. If there are significant things the child dislikes, these should also be noted.



**I want to know do I like the same things as my brothers and sisters? what makes me different? what are my hobbies or what do I like doing which may be a future hobby?  
Can you tell me why I might dislike something, is there a meaning behind this?**

#### 9.4 Self-care skills

Information on self-care should be given in relation to the child's age and developmental stage. Describe the child's capacity to appropriately care for themselves in relation to their age and abilities. Describe the child's daily routines, including eating, washing, toileting, getting dressed, bedtimes, and leaving for playgroup/nursery/school. Are there any specific factors that need to be taken into account in placing the child in an adoptive family? This should include any special arrangements needed to support the child in developing their self-care skills or daily routines. If the child has any particular dislikes in relation to daily routines, self-care, etc, these should be described.



**I would like to know what my routines are and if I am not old enough yet who is helping me and how. Tell me what I can do or what I am learning to do for myself.**

#### 9.5 Emotional, behavioural and social development

Describe and evaluate the child's capacity for making and sustaining relationships, and address:

how do their current carers describe them in terms of warmth, enjoyment or wariness of intimacy, their playfulness, their responses to daily routines, to boundaries being set and to changes in routines or circumstances;

how the child is developing relationships with other children in the family, including siblings, foster children or the birth children of their carers;

how the child is developing relationships with those outside the family such as friends, children at school, teachers. Do they maintain appropriate wariness of strangers or are they over-familiar?

the child's developing "sense of belonging" to important people in their life;

information from any strengths/difficulties questionnaire (SDQ) if completed



**Who do I seek out for comfort and warmth, who do I go to for help. Who do I show warmth and love for – who are my friends? Who are my safe adults? Who do I like to be with? Who do I miss and how do I show this?**

**What makes me happy, sad and what worries me and why? How do I show this and how do the adults around me need to react to help me and keep me safe.**

**Is there anything in my experiences that might trigger my emotions which adults need to be aware of and may need help to support me.**

## 9.6 Identity

Consider the child's awareness of his or her relationship to the birth family and foster family and the development of their identity. Each child will have a developing sense of who they are and what is important in the world around them. This will become the basis of self-esteem and identity. There are a number of factors that build towards this: the child's physical capacities, including any disability; their social class; culture; their ethnicity; their language; their religion; their sex; and their gender identity and sexual orientation if appropriate. Each of these factors singly and in combination will influence the way the child feels, thinks, behaves and makes relationships. It will be central to their sense of belonging to important people and their sense of community, culture and wider society. The people who care for them and provide them with opportunities and guidance will be vital in this. Adoption itself will have an

important impact on the child's developing sense of self, including the acquisition of an "adoption identity". Include details in this section about the child's ethnicity, religion and how the child views himself/herself.



**Do I know my birth parents? Who do I see as my family? Who do I have connections with that are important to me where do I see myself belonging? Where am I in my family – am I the oldest or youngest or the middle of my brothers/sisters – am I an only child – do I have relationships with cousins and grandparents/aunties and uncles**

**9.7 Religion – Has a religion been identified for the child? Does the child actively participate in their religious faith? Has the child been formally admitted to their religion through a recognised ceremony (state which)?**



**Have my birth parents identified a religion for me? If I am not following a religion do I celebrate any religious based festivities – if I do what are they?**

**9.8 Language – Identify child's first language and any other languages the child uses in daily living**

**9.9 The child's health<sup>(n)</sup>**

(n) The health section should not duplicate information from the medical adviser's summary but should give information about their general health and mental health and any learning difficulties if these are not covered in the medical report. It can include observations from foster carers on the child's general health and give details such as their height and weight and whether they are meeting their developmental milestones.

## **10. Summary report from the agency medical adviser <sup>(n)</sup>**

**(insert or attach)**

The summary report from the agency medical adviser should be attached or inserted into the report.

Where information about birth parents' health is disclosed during assessments undertaken during proceedings, the social worker should ensure that this updated information is passed on to the medical adviser so the medical summary can be updated.

## **11. The child's education**

**This section should include all school placements, including playgroup and nursery provision**

From	To	Name of provider and address	Type of educational provision

<b>Does the child have a Statement of Special Educational Needs under the Education Act 1996?</b>	(Yes/No)
<b>If yes, include a summary of the main features and requirements. Attach any relevant copies of the following: the Statement, Annual Review Report, latest school and educational psychologist's report and other relevant reports or plans.</b>	
<b>If no, is the child receiving additional support, e.g. School Action, School Action Plus or Behavioural Support?</b>	

<b>11.1 Summary of child's educational progress and needs<sup>(o)</sup></b>
<p>(o) Using the details from the section on the child's education, outline the significant factors about the child's education (including early education in playgroups or nursery) and their progress to date, and the anticipated needs of the child in relation to their education that should be taken into account in planning the adoptive placement. If the child is of nursery or school age, include any key points or recommendations from the child's Personal Education Plan (PEP)</p>



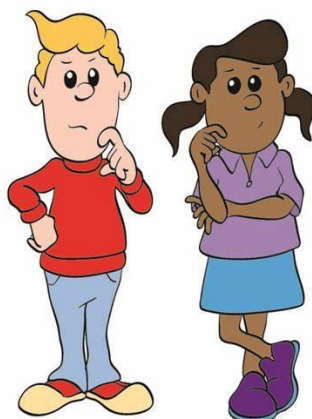
**Our teachers/nursery staff will know us best and can help to give this information, they can also share what may be best for us if we are moving nursery/school, what do we like doing as well as what we may be good at.**



## 12. Summary of relevant family history and the child's history <sup>(p)</sup>

### 12.1 Summary account of relevant family history

p) This is a crucial section and should be written specifically for this report, rather than being “cut and pasted” from other reports. A brief summary should be given of the relevant family history to help explain the local authority's involvement and the situation the child was born into. Each birth parent's history should also be included but can be covered in more depth in later sections.



**This is often one of the first documents we will read to understand our life journey. We will need to read the relevant facts and want to understand why our parents or family made the decisions and choices they did. We need you to think about how you write this for us, we want to read our story not a series of notes or professional court statement words.**

## **12.2 Summary account of child's history from their birth to present time (including prenatal experience) and how this led to them becoming looked after**

The child's history section should be used to set out this child's "story" and bring together the facts contained in other parts of this report to "tell" this story. This section should therefore be both a description and an analysis, and should include the following.

- Prenatal experiences, where known. Was the child exposed to alcohol and/or other substances? Include prescription medication as well as illicit medication. Was there domestic violence or other trauma during the mother's pregnancy? This should be based not just on parental reports, but also evidence from other sources, e.g. medical or police reports.
- The structure and membership of the child's birth family, drawing on information from the family tree.
  - The child's relationships with their birth mother and father and other members of the extended family who have cared for them and how these have impacted on the child.
- Their experience of being parented by their birth parents and the reasons they became looked after.
- The known facts about and consequences of any abuse or neglect, and how this has influenced the child's emotional and behavioural development.
  - Include any significant events, both positive and negative, which the child may have some memory of and also identify any gaps in the child's records.
- Their experiences of being cared for by foster carers, residential care workers or others as their principal carers. Refer back to the chronology of care and expand on the reasons for any changes of carer and consider the way in which previous moves occurred and have impacted on the child's emotional and behavioural development. This section should cover up to the present day and will need to be updated at each point the report is used.



**We would like to understand and not be left with questions or feeling we are missing information. If the information is not known then tell us and explain why.**

### **13. Social worker's analysis of the child's needs and the implications for their future placement <sup>(q)</sup>**

(q) This should be an analysis and summary of the child's needs based on their history and should include information provided from other sources, e.g. the current carer, school, and health professionals. The social worker can consider the skills and qualities which a prospective adopter will need but should not be too prescriptive about the characteristics required of adopters, e.g. only able to consider a two-parent family, or stating preferred ethnicity. This information may be available in the social work care template but should be updated as necessary.

## 14. Child's wishes and feelings about adoption and contact

See appendix 2 for work tool (r)

Give date when views were last ascertained
(r) Information from the child's wishes and feelings worksheet where used with children who are old enough, can be reflected here but this section should also take account of the wishes and feelings that the child has expressed in other ways, e.g. to foster carers, in contact sessions and at school. This section should be updated to reflect the child's changing understanding and development. Include the date when the child's wishes and feelings were last ascertained



**Even if we are not able to tell you by speaking - tell us how you know what we think. Are we drawing pictures? Are you seeing how we are acting when you visit us, are we different? if we are then why do you think this is.**

#### **14.1 Social worker's analysis of the wishes and feelings of the child<sup>(s)</sup>**

(s) This should include an assessment of the child's level of understanding and give details of any direct work undertaken. This information may be available in the social work care template but should be updated as necessary.

#### **14.2 Any further relevant information**

It is good practice for the Independent reviewing Officer to read the CPR.  
It would be relevant to include the Independent Reviewing Officer's viewpoint in this section.  
Ensure that their name and the date they shared their view is recorded.

## **15. The child's birth mother <sup>(t)</sup>**

(t) Sections 15 – 20 should be shared with the parent individually. Each parent should be given the opportunity to comment on the accuracy of the information included about them in the report using the forms following page 15. This section of the form is constructed in a way that suggests birth family consists of a birth mother and birth father. This reflects distinctions made in the existing legal framework and will be appropriate in most, but not all, cases. Where these headings are not appropriate in the circumstances of the specific case – for example, with same-sex couples or a person who does not identify in the binary gender framework – the assessor will be expected to amend the form headings accordingly. This might mean using the term ‘birth mother 2’ or ‘birth parent’ and providing fuller explanations in sections 17 and 23 on birth parents social history.

<b>Surname</b>	
<b>First names</b>	
<b>Are these the names used at the time of the child’s birth? If no, what were they?</b>	
<b>Other names used (including familiar names)</b>	
<b>Date and place of birth</b>	
<b>Nationality and immigration status</b>	If there are any issues relating to the birth parents’ immigration status, state whether legal advice has been sought and set out advice received.
<b>Racial origin, cultural and linguistic background</b>	
<b>Current address (Give date when last confirmed)</b>	
<b>Local authority area</b>	

**A recent good quality photograph should be attached or inserted here or reasons given where not available.**



**We want to see a photo of our birth Mum at the time this report is written – we can see if we look like her. This can be a photo of us together but only us not a group photo with others.**

<b>Date of photograph:</b>	
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### **15.1 Give a brief description of the birth mother**



**We want to read things about our birth mother which tell us the positives, as well as, the problems or poor decisions she has made.**

**15.2 Briefly describe the personality and interests of the birth mother**

**We want to know as much as we can – we might be very good at something or really like something which may be linked to her which helps us to understand why we may have chosen the hobby/interest**

**15.3 Brief details of the birth mother's education history**

**We want to hear as much as possible about what they liked at school and what they were good at.**

**15.4 Current occupation or profession**

**15.5 Brief details of employment history**

**15.6 Brief description of the home and neighbourhood where the birth mother lives**



<b>15.7 Brief summary of any relevant health factors</b>
It is important to note where the information derives from, is it self-reported or is there diagnosis or medical records to corroborate the information.

## 16. Details of birth mother's current partner (if not the child's birth father)

First names	
Surname	
Other names (including familiar names)	
Gender	
Occupation or profession	
Status and length of relationship with birth mother (married, civil partnership, cohabiting), including relevant dates	

## 17. Summary and brief social history of the birth mother

Date where known	Detail any <u>significant</u> events from birth – details of parents or carers, place of residence, education, bereavements or loss, major illness, significant relationships, including any previous marriages or civil partnerships, to give a brief social history of the birth mother relevant to this CPR <sup>(t)</sup>
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	<p>Relevant information should be summarised for this section. This will include the parents' own experience of being parented, patterns of relationships and any care history. Care should be taken when naming individuals, for example, mother's former partners, where these have no relationship to this child. First names or initials should be used where necessary. Where information is not available, state why not and the efforts made to obtain it. This section should include the birth of any other children of this parent. It should highlight significant events and dates where known but not duplicate detailed information from elsewhere in the report. There will be a need to update information in this section where additional information becomes available after the initial completion of this report, e.g. following care and placement order proceedings or after birth parent counselling.</p>

## 18. Birth father with parental responsibility (PR) for the child

<p><b>How did the birth father acquire PR for the child?<sup>(s)</sup></b></p>	<p>Set out how the birth father acquired PR, e.g. by marriage to the birth mother, registration on the birth certificate (after 1 December 2003), a parental responsibility agreement with the birth mother or a parental responsibility order. If there are any issues relating to the birth parents' immigration status, state whether legal advice has been sought and set out advice received</p>
<p><b>Does the birth father know of the plan to place the child for adoption?</b></p>	<p>YES/NO</p>

**If yes, give details of any formal or advanced consent to the placement of the child for adoption and the making of the adoption order (witnessed by a CAFCASS officer)**

**If no, has the agency decided that it is appropriate to counsel and advise the birth father? Is there any ongoing contact with the birth father directly or through another agency?**

## 19. Birth father without parental responsibility (PR)

**Is the identity of the birth father without PR known to the agency?**

YES/NO

**Has the paternity of the child been confirmed?**

YES/NO

**If yes, indicate how this was confirmed**

**Is anyone else claiming paternity of the child? If yes, give brief details**

**Does the birth father know of the birth of the child and what contact has there been with the agency?**

*If the birth father knows, set out what steps have been taken to offer counselling and advice . Are these continuing? If not and the agency knows the birth father's identity, has the agency decided that it is appropriate to offer counselling and advice? Is there any ongoing contact with the birth father directly or through another agency?*

<b>Does the birth father intend to apply for parental responsibility for the child, or for a residence or contact order?</b>	YES/NO
<b>If yes, give details</b>	

## 20. The child's birth father <sup>(t)</sup>

<b>Surname</b>	
<b>First names</b>	
<b>Are these the names used at the time of the child's birth? If no, what were they?</b>	
<b>Other names used (including familiar names)</b>	
<b>Date and place of birth</b>	
<b>Nationality and immigration status</b>	If there are any issues relating to the birth parents' immigration status, state whether legal advice has been sought and set out advice received.
<b>Racial origin, cultural and linguistic background</b>	
<b>Current address (Give date when last confirmed)</b>	
<b>Local authority area</b>	

**A recent good quality photograph should be attached or inserted here or reasons given where not available.**



**We want to see a photo of our birth Dad at the time this report is written – we can see if we look like him. This can be a photo of us together but only us not a group photo with others.**

<b>Date of photograph:</b>	
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### **20.1 Give a brief description of the birth father**



**We want to read things about our birth father which tell us the positives, as well as, the problems or poor decisions he has made**

**20.2 Briefly describe the personality and interests of the birth father**

We want to know as much as we can – we might be very good at something or really like something which may be linked to her which helps us to understand why we may have chosen the hobby/interest

**20.3 Brief description of the birth father's education history**

We want to hear as much as possible about what they liked at school and what they were good at.

**20.4 Current occupation or profession**

**20.5 Brief details of employment history**

**20.6 Brief summary of any relevant health factors**

It is important to note where the information derives from, is it self-reported or is there diagnosis or medical records to corroborate the information.

**20.7 Brief description of the home and neighbourhood where the birth father lives**

## 21. Relationship between the birth mother and birth father

What was the status of the birth father's relationship with the child's birth mother at the time of the birth of the child (married, cohabiting) and what is the current status of the relationship (separated, divorced, living apart) – include dates

**Give a brief description of the past and current relationship of the birth parents with each other and their views of this**

**It is important that we understand our birth parents relationship, we need to understand the challenges but also we will want to know the good things too. What do they say about one another?**



## 22. Details of the birth father's current partner (if not the child's birth mother)

<b>First names</b>	
<b>Surname</b>	
<b>Other names (including familiar names)</b>	
<b>Gender</b>	
<b>Occupation or profession</b>	
<b>Status and length of relationship with birth father (married, civil partnership, cohabiting), including relevant dates</b>	

## 23. SUMMARY AND BRIEF SOCIAL HISTORY OF THE BIRTH FATHER

Date where known	Detail any significant events from birth – details of parents or carers, place of residence, education, bereavements or loss, major illness, significant relationships including any previous marriages or civil partnerships <sup>(u)</sup> to give a brief social history of the birth father relevant to this CPR <sup>(u)</sup>
	Relevant information should be summarised for this section. This will include the parents' own experience of being parented, patterns of relationships and any care history. Care should be taken when naming individuals, for example, mother's former partners, where these have no relationship to this child. First names or initials should be used where necessary. Where information is not available, state why not and the efforts made to obtain it. This section should include the birth of any other children of this parent. It should highlight significant events and dates where known but not duplicate detailed information from elsewhere in the report. There will be a need to update information in this section where additional information becomes available after the initial completion of this report, e.g. following care and placement order proceedings or after birth parent counselling.



## 24. Child's siblings (full/half)

Complete this section for each identified sibling<sup>(v)</sup>

Every sibling and half-sibling listed on the family tree/structure should be included. Where information is incomplete, state why and the efforts taken to obtain it. Surnames should be withheld where necessary (e.g. where the child is adopted) and birth names, not adopted names, should be used. Where the child is placed elsewhere, e.g. previously adopted, relevant information may be sourced from previous case files or current post-adoption support teams.

<b>Surname (can be withheld if confidential)</b>	
<b>First names</b>	
<b>Date of birth</b>	
<b>Place of birth</b>	
<b>Gender</b>	
<b>Ethnicity</b>	
<b>Nationality</b>	

<b>Birth mother's full name (surname first)</b>	
<b>Birth father's full name (surname first)</b>	

<b>Current carer's name (where appropriate)</b>	
<b>Current carer's address (where appropriate)</b>	

**Relationship/status of current carer to child**

**A recent good quality photograph should be attached here if appropriate or reasons given where not available**



**We would really like a picture of our brother or sister**

**Date of photograph:**

**24.1 Give a brief description of the child and their personality**

It is important to include as much information known – this will help prospective adopters to understand any potential for learning/development needs and also give an indication of who the sister or brother is and what they are enjoying doing or have hobbies/interests in.

**24.2 Current circumstances and legal status of sibling**

*Set out the child's current circumstances, whether they are currently "looked after", and if so give details of the local authority that has responsibility for this sibling and their legal status. If there is a court order in force, give details of the type of order, the name of the court and the date on which the order was made. If an order has been applied for and not yet granted, give brief details.*

**24.3 Plan for this sibling**

*Give brief details of the current plan for this sibling and whether a sibling assessment has been completed. If the plan for this sibling is adoption, indicate if this sibling is to be placed with the child subject to this CPR or any other siblings.*

**24.4 Sibling relationship**

*Describe the nature of the relationship between this sibling and the child, including the length of the relationship, where and when they have lived together, the frequency of any contact and the quality of their relationship. Summarise the findings and outcome of any sibling assessment undertaken and state what decisions have been made about placement and the importance of them maintaining a relationship.*

Include the outcome of sibling assessments, and where a decision has been made to place children separately, give clear reasons for the decision so that the adopters and the child can understand why the decision was made.

## 25. Other significant relatives or relevant people <sup>(w)</sup>

(w) This may include step-parents/grandparents/other relatives who have had care of the child. Anyone who holds parental responsibility should be included. Whether an individual is “significant” should be assessed on a case-by-case basis, seeking input from the child through direct work, using ecomaps or genograms where appropriate. Set out how the parental responsibility has been obtained, i.e. through a residence order, special guardianship order, parental responsibility agreement entered into by a step-parent with a birth parent, parental responsibility order to step-parent, or being appointed as a legal guardian after a parent’s death.

<b>Name</b>	
<b>Relationship and significance to the child (including if they hold PR)</b>	
<b>View of the plan and date obtained</b>	

<b>Name</b>	
<b>Relationship and significance to the child (including if they hold PR)</b>	

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<b>View of the plan and date obtained</b>	
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## 26. Current contact arrangements for the child

This section of the form is constructed in a way that suggests birth family consists of a birth mother and birth father. This reflects distinctions made in the existing legal framework and will be appropriate in most, but not all, cases. Where these headings are not appropriate in the circumstances of the specific case – for example, with same-sex couples or a person who does not identify in the binary gender framework – the assessor will be expected to amend the form headings accordingly. This might mean using the term ‘birth mother 2’ or ‘birth parent’.

	<b>What are the current arrangements? (Include frequency, location and supervision arrangements)</b>	<b>Child’s experience of contact</b> (Give brief details of the quality of this contact. Is it meeting the child’s needs?)
<b>Birth mother</b>		
<b>Birth father</b>		
<b>Birth mother’s current partner (as applicable)</b>		
<b>Maternal grandparents</b>		
<b>Paternal grandparents</b>		
<b>Sibling 1 (name)</b>		
<b>Sibling 2 (name)</b>		
<b>Sibling 3 (name)</b>		
<b>Other significant people (name and relationship)</b>		

## 27. Proposed contact arrangements for the child <sup>(x)</sup>

**What transitional arrangements are planned once the care order/placement order is made?**

x) Include the proposals for any reduction in contact between the final hearing and match. Any changes to the contact plan made after the CPR is first written, e.g. at the point of the care order or placement order, should be included.

## 28. Planned contact arrangements and details after placement and after adoption <sup>(x)</sup>

**What are the proposed contact arrangements post-placement and post-adoption order as set out in the Care Plan? Set out the reasons for the plan and how it is considered to meet the needs of the child.**

This should reflect the care plan and include consideration of the likelihood of any existing relationship continuing and the value to the child of it doing so.

Face to face contact should be your starting point and should take place unless unsafe to do so. You should ensure there is a clear rationale for your recommendation, weighing up the risks vs the benefits.

At the matching stage thought will need to be given to whether an order under section 51a of the Adoption and Children Act 2002 may be needed when an adoption order is being applied for. The support plan should detail how contact plans are to be supported. Further information can be found in Statutory Adoption Guidance, Chapter 5 on contact

**Give details of the arrangements for all relevant people set out below, e.g. direct or letterbox, frequency, duration, any other relevant details and any support or supervision requirements.**

<b>Birth mother</b>	
<b>Birth father</b>	
<b>Birth mother's current partner</b>	
<b>Maternal grandparents</b>	
<b>Paternal grandparents</b>	
<b>Sibling 1 (name)</b>	
<b>Sibling 2 (name)</b>	
<b>Sibling 3 (name)</b>	
<b>Other significant people (name and relationship)</b>	



## 29. Chronology of the key decisions and actions taken by the agency with respect to the child <sup>(y)</sup>

Date	Key decision/action
	The chronology of decisions and actions taken by the agency relates to key decisions and actions in relation to the adoption plan. This should include dates of key review decisions, care planning meetings, family group conferences and professional meetings where the adoption plan was progressed, rather than every meeting or contact. Important decisions, such as to place siblings together or apart, considering or ruling out family members or foster carers wishing to adopt, should be recorded. Dates of notifications sent to birth parents and when independent support was offered should also be included

## 30. Support to the birth mother

See 'Birth parent's views' – Appendix 2

**What support or services has the birth mother been offered or taken up? Has the birth mother been referred for/received counselling from an independent person in relation to the plan for adoption? (Give details)**

It is important to make reference to whether the referral to Adopt South West has been made  
 - birth parent counselling will be included in the referral for family finding and if a birth parent consents counselling will be offered.

**Has the birth mother been given an opportunity to give a view on the adoption plan for the child?**

**Give date when views were last ascertained and briefly describe the outcome and views. If no views were received, set out attempts made and reasons for non-completion.**

It is important that any contact/conversations with the birth parents to gain their views, whether they have been by the social worker or another professional, are recorded.

Following the court proceedings and prior to matching panel it is important to update this section, as the parent may have further views to share.

**Has the birth mother been shown the relevant sections of this CPR?**

**YES/NO**

**If yes, note date shown and briefly describe the outcome of this. If no, give reasons.**

If the birth parent is finding it difficult to engage it will be important to record the attempts made to share the sections of the report which is about them.

**If the birth mother has written their own account, is this included within or appended to this report?**

## 31. Support to the birth father

See 'Birth parent's views' – Appendix 2

**What support or services has the birth father been offered or taken up? Has the birth father been referred for/received counselling from an independent person in relation to the plan for adoption? (Give details)**

It is important to make reference to whether the referral to Adopt South West has been made - birth parent counselling will be included in the referral for family finding and if a birth parent consents counselling will be offered.

**Has the birth father been given an opportunity to give a view on the adoption plan for the child?**

**Give date when views were last ascertained and briefly describe the outcome and views. If no views were received, set out attempts made and reasons for non-completion.**

It is important that any contact/conversations with the birth parents to gain their views, whether they have been by the social worker or another professional, are recorded.

Following the court proceedings and prior to matching panel it is important to update this section, as the parent may have further views to share.

**Has the birth father been shown the relevant sections of this CPR?**

**YES/NO**

**If yes, note date shown and briefly describe the outcome of this. If no, give reasons.**

If the birth parent is finding it difficult to engage it will be important to record the attempts made to share the sections of the report which is about them.

**If the birth father has written their own account, is this included within or appended to this report?**

## CoramBAAF Form CPR (2015) Part 2. Contact arrangements

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## 32. ABILITY AND WILLINGNESS OF EACH PARENT AND OTHER FAMILY MEMBERS OR RELEVANT PERSONS TO PERMANENTLY CARE FOR THE CHILD <sup>(z)</sup>

For each parent or guardian and/or where relevant the child's relatives or any other person where an assessment has taken place, set out a summary of the assessment findings and your analysis of their ability and willingness to provide the child with a secure environment that encourages their full development and meets their needs. Include the care/legal options that have been explored in relation to this carer and the reasons why the options have been discounted (ACA 2002 s.1(4)(f)(ii))

<b>Name:</b>	
<b>Relationship to the child:</b>	
<b>Summary of assessment and social worker's analysis of their parenting capability – their willingness and ability to provide a secure environment in which the child can develop and how they could meet the child's needs within the child's timescale</b>	
<p>(z) The social worker should bear in mind the relevant requirements of the welfare checklist Adoption and Children Act 2002 s1(4) as set out below:</p> <p>1 Considerations applying to the exercise of powers</p> <p>(1) This section applies whenever a court or adoption agency is coming to a decision relating to the adoption of a child.</p> <p>(2) The paramount consideration of the court or adoption agency must be the child's welfare, throughout his life...</p> <p>(f) the relationship which the child has with relatives, and with any other person in relation to whom the court or agency considers the relationship to be relevant, including—</p> <p>(i) the likelihood of any such relationship continuing and the value to the child of its doing so,</p> <p>(ii) the ability and willingness of any of the child's relatives, or of any such person, to provide the child with a secure environment in which the child can</p>	

develop, and otherwise to meet the child's needs,  
(iii) the wishes and feelings of any of the child's relatives, or of any such person,  
regarding the child.

Complete a separate sheet for each individual who has been approached or who has approached the agency with a view to offering a permanent placement for the child, including their birth parents.

Assessments of family members will be available to the court as part of the evidence submitted. This section does not need to replicate these assessments but should provide a brief summary of the analysis and conclusions.

**Assessment and analysis of whether there should be an ongoing relationship with contact being continued and the value to the child of this happening**

**Their wishes and feelings regarding the plan for the child and date ascertained (if not covered elsewhere)**

### 33. Brief details of assessments of the child's needs, giving date undertaken and expert's opinion

Where the reasons for considering that adoption would be in the best interests of the child rely, in part, on expert opinion, the outcome of the assessment should be summarised. The full reports should be available to the agency decision-maker but will only be available to the prospective adopters with leave of the court.

## 34. Summary of the reasons for considering that adoption would be in the child's best interests

(Including addressing *all* the options which are realistically possible and analysis of the arguments *for* and *against* each option with date of relevant decision and reasons for any delay in implementing the decision) <sup>(aa)</sup>

Social workers should be aware of the need to be compliant with the ruling in re BS and use the information gathered and analysed in the social work care template shown below to inform the report.

<b>First realistic option:</b>		
<b>Factors in favour</b>		<b>Factors against</b>
<b>Second realistic option:</b>		
<b>Factors in favour</b>		<b>Factors against</b>
<b>Third realistic option:</b>		
<b>Factors in favour</b>		<b>Factors against</b>

## CoramBAAF Form CPR (2015) Part 2. Contact arrangements

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### Reason why adoption is the preferred and proposed placement option

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## SECTION C: RECOMMENDATIONS

**The relative merits of a placement order and other orders (such as a residence order or special guardianship order), including an assessment of why the child's long-term interests are likely to be best met by adoption rather than by any other order**

**Recommendations as to whether there should be future contact arrangements (or not), including whether a contact order under section 26 of the 2002 Act should be made**

## Appendix 1

## CHILD'S WISHES AND FEELINGS

**CHILD'S NAME:****DATE COMPLETED**

**Your social worker will have talked to you about adoption. They should have told you what this means. They should also have told you what they are going to do to find your adoptive family.**

**If you feel that you still do not understand what adoption means, you should ask to be told again until you feel that you understand.**

**It is very important for the adults who are making decisions about this to understand what you think and feel about adoption.**

**You may want to write what you think about adoption in your own words. You can do this below. You may want an adult to write this for you. You might have lots to say.**

**You may have very little to say. It is up to you, but whether it is a lot or a little, it is always very important. You can use extra paper if you like.**

## What I think about being adopted

**What I think I want my adoptive family to be like**

**Here are some other important things that you may want to say something about.**

You may go to a church, temple or mosque. You may say prayers. If this is so, it is important that social workers know about this so that your adoptive parents know about this too.

**Do you go to a church, temple or mosque or say prayers?**

**Do you want to say any more about this?**

There are lots of important things about you. These might include the place where you were born or have lived, the festivals or celebrations you like, the clothes you wear, the kinds of people you like to be with, the food you like or the food you don't like or don't eat.

## CoramBAAF Form CPR (2018) Birth Parents' and Child's Views

It will be very important to make sure that your adoptive parents know these things about you. Ask somebody who knows you well to think about how you might write some of this down.

**These are the important things I want people to know about me**

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After you are adopted, it may be possible for you to stay in touch with people who are very important to you now. Your social worker can explain how this can happen.

You may want to say something about each of these people and how you want to stay in touch with them. If you want somebody else to help you do this, you can ask them.

## These are the people I want to stay in touch with

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## Appendix 2

### Birth parent's views:

Wherever possible, and if the agency considers it appropriate, this record should be completed by the birth mother or father in their own words. It may be used as an important source of information for the agency in making its decisions and, when and where appropriate, for the child and the adoptive parents in understanding the child's background. It is important that the birth mother and father understand the importance of these questions and the reasons why they are being asked. The form should be used wherever possible within the context of a counselling interview(s) (required in Regulation 14, AAR 2005).

These forms could be revisited and updated at later points after the care proceedings, before matching or the adoption order application if the birth parents have been helped to make further contributions or changed their views.

The information gathered from the forms should then be included in the main report and a copy of the forms placed on the child's adoption file.

### VIEWS OF THE BIRTH MOTHER ON THE CHILD'S PERMANENCE REPORT

<b>Your name:</b>		
<b>The name of your child:</b>		
<b>I have been shown the details about me as recorded in my child's permanence report</b>	YES/NO	
<b>I agree with what has been written</b>	YES/NO	
<b>I would like to add the following information</b>		

<p><b>I disagree with what has been written in my child's permanence report for the following reasons</b></p>	
<p><i>(Any additional comments should be recorded separately and signed and dated)</i></p>	
<p><b>I have been given written information about the adoption process</b></p>	<p>YES/NO</p>
<p><b>I have been offered/had independent counselling to support me in understanding why adoption is the local authority's preferred plan for my child</b></p>	<p>YES/NO</p>
<p><i>You may want to seek advice and support from somebody who is experienced in adoption matters and who can help you with this. It is also important for you to understand that, whilst the adoption agency must take into account your wishes or feelings, the agency and the adoptive parents cannot be required to follow them.</i></p>	
<p><b>What things would you like your child/children and the adopters to know about your childhood and the way that it has influenced you? In time, it will be very important for your child to have a better understanding of your life. This will be easier if he or she has a picture of both the good things and the difficult experiences you may have had whilst growing up.</b></p>	
<p><b>Do you have any wishes or feelings about your child/children in relation to the plan to place them for adoption?</b></p>	

**Do you have any wishes or feelings about your child/children in relation to their future religious or cultural upbringing?**

**Are there any other comments you would like to make about the way in which you would like your child/children to be brought up in their adoptive family?**

Signature:	
Date:	



**VIEWS OF THE BIRTH FATHER ON THE CHILD'S PERMANENCE REPORT**

<b>Your name:</b>		
<b>The name of your child:</b>		
<b>I have been shown the details about me as recorded in my child's permanence report</b>	YES/NO	
<b>I agree with what has been written</b>	YES/NO	
<b>I would like to add the following information</b>		
<b>I disagree with what has been written in my child's permanence report for the following reasons</b>		
<i>(Any additional comments should be recorded separately and signed and dated)</i>		
<b>I have been given written information about the adoption process</b>	YES/NO	
<b>I have been offered/had independent counselling to support me in understanding why adoption is the local authority's preferred plan for my child</b>	YES/NO	
<p><i>You may want to seek advice and support from somebody who is experienced in adoption matters and who can help you with this. It is also important for you to understand that, whilst the adoption agency must take into account your wishes or feelings, the agency and the adoptive parents cannot be required to follow them.</i></p>		

**What things would you like your child/children and the adopters to know about your childhood and the way that it has influenced you? In time, it will be very important for your child to have a better understanding of your life. This will be easier if he or she has a picture of both the good things and the difficult experiences you may have had whilst growing up.**

**Do you have any wishes or feelings about your child/children in relation to the plan to place them for adoption?**

**Do you have any wishes or feelings about your child/children in relation to their future religious or cultural upbringing?**

**Are there any other comments you would like to make about the way in which you would like your child/children to be brought up in their adoptive family?**

**Signature:**

**Date:**