**Appendix 1**

**Appendix 1: Life Story Work Checklist**

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| **Action required:** | **Date Task Completed.** | **Outstanding Action – who has the information?** |
| Ensure child has access to photograph of parents and siblings. |  |  |
| Request contact supervisors to take photographs in contact |  |  |
| Order child/young person’s birth certificate – if fathers name is not on this please make on note to add with the certificate |  |  |
| Get information about birth – where/when/weight. Get wrist straps and a picture of the hospital |  |  |
| Information from parent/s and extended family members re any memories of child/young person as a baby and get photographs. |  |  |
| Ask parents to share why they chose the name and if after a family member so information about them. |  |  |
| Information about family events/traditions – again any photographs |  |  |
| Reason why the child/young person was removed from parent/s care |  |  |
| Who made the decision |  |  |
| Information about issues that impacted on the parents care. |  |  |
| Special information about the family, race, culture, religion etc. |  |  |
| Information about the birth mother |  |  |
| Information about birth father |  |  |
| How parents met |  |  |
| Information about brothers and sisters. |  |  |
| Information about extended family members |  |  |
| Birth family tree |  |  |
| Life path |  |  |
| What is foster care; information about carers and their family. |  |  |
| Special time and celebrations with carers |  |  |
| Contact with parents current and future plans |  |  |
| Where relevant what is adoption |  |  |
| Adoptive family |  |  |
| Memory box information |  |  |
| Later Life Letter |  |  |
| Anecdotes from carers. |  |  |
| Any pictures or drawings that the child has done. |  |  |
| Leaflets/tickets from trips out or holidays |  |  |
| Birthday cards from parents and family members etc. |  |  |
| First hair cut |  |  |
| First day at nursery/school. |  |  |
| Any other memories in foster care – pictures of pets etc. |  |  |
| Events child involved in such as musical events, plays etc. |  |  |
| Childs likes and dislikes and how it changed over time |  |  |
| Schools and nurseries attended |  |  |
| School reports and certificates and any picture |  |  |
| Where is the life story work going to be stored – 3 copies   * 1 for child * 1 for carer * 1 to keep electronically. |  |  |