

**Life Work**

**Guidance**

Checklist

**Checklist for Life Work**

**This checklist provides examples of information that would be beneficial to obtain for Life Work.**

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| **When child first becomes looked after**  |
| Action  | Date task completed  | Outstanding action - who has information  |
| Social workers to ensure child has photographs of parents and siblings  |  |  |
| Contact supervisors be requested to take photographs of children and parents during sessions that reflect activities.  |  |  |
| **Essential information to be gathered by social worker**  |
| Birth certificate with explanation on mother and father or if name not on certificate.  |  |  |
| Birth where born, weight, height etc. Wrist straps etc. Photograph of hospital.  |  |  |
| Information from birth parents and family members on what child was like as baby and photographs.  |  |  |
| Ask parents to share why they choose their name.  |  |  |
| Information from birth parents and family members on what child was like as a young child and photographs of significant events e.g. christenings, first days at school. What nursery and school did they attend?  |  |  |
| Special family events that were part of i.e. birthday parties and weddings.  |  |  |
| Reasons why became looked after and why could not return to birth family and members of extended family. Use of kind words.  |  |  |
| Who made these decisions and why - emphasising adult responsibility and not child’s.  |  |  |
| Look at issues that impacted on parents and if relevant on specific issues such as alcohol/drug abuse, mental health etc.  |  |  |
| What babies need  |  |  |
| What children need |  |  |
| What parents need to be able to do |  |  |
| What do you get from birth parents- any special stories they have about child. |  |  |
| Special information e.g. on family identity, race, religion and culture |  |  |
| Birth mum  |  |  |
| Birth dad |  |  |
| How parents met, any info on marriage if relevant  |  |  |
| Birth siblings |  |  |
| Birth grandparents |  |  |
| Other birth relatives |  |  |
| Birth family tree and explanation  |  |  |
| Life path  |  |  |
| What is foster care, name and pictures of those who looked after child  |  |  |
| Special times and festivals with foster carers  |  |  |
| Contact with parents and siblings - what it was and will be in the future.  |  |  |
| Where relevant what is adoption  |  |  |
| Adoptive family  |  |  |
| Any written information from birth parents and extended family members that will help child in the future to understand their experiences and the family’s wishes for them.  |  |  |
| Later Life letter from social worker  |  |  |
| **Information to be gathered by Foster Carer** |
| Memory box to include outfit child came with and any toys. Child may want to decorate the box themselves.  |  |  |
| Description of what child was like when arrived- any anecdotes.  |  |  |
| Photographs/discs/videos in date order of the time spent in foster care  |  |  |
| Any pictures or things that the child made that are special to them.  |  |  |
| Leaflets/tickets of places visited and holidays taken  |  |  |
| Birthday cards especially from birth parents.  |  |  |
| Special occasions at foster family  |  |  |
| First haircuts if young child keep lock of hair for child and give to parents  |  |  |
| Significant events for child, first day at nursery and school- how occasion was marked.  |  |  |
| Members of foster family and people that the child would have met regularly. Include household pets  |  |  |
| Activities/sporting/musical events that child took part in.  |  |  |
| Likes and dislikes about food and whether this changed over time.  |  |  |
| Anything unusual about how child reacted and liked if poorly.  |  |  |
| Think if child moving on to adopters how write a letter to celebrate time had together and their wishes for the future.  |  |  |
| **Information to be gathered by Residential Worker**  |
| Information on day arrived about what child could expect. Ensure that child understands why looked after.  |  |  |
| How residential unit planned to help young person and what was aim of placement  |  |  |
| Information and photographs on activities undertook, emphasising any achievements  |  |  |
| Key worker input on care plan and what was achieved, how the child was helped to move on  |  |  |
| Contact arrangements put in place with family- details of visits family members made  |  |  |
| Child needs written account of why in residential care and what was the outcome for them. |  |  |
| **Information to be gathered the Virtual School** |
| Schools and nurseries attended  |  |  |
| Ensure nursery and school provide cars/photographs of time child spent there  |  |  |
| Ensure that school reports and parents evening feedback is available to child  |  |  |
| Key stage exam results to be available for young person so can evidence achievements  |  |  |
| Need to ensure that a copy of all of the Life story work is stored in a safe place- this place to be identified on ICS.  |  |  |