

PROSPECTIVE ADOPTER'S REPORT (PAR)
(including those interested in concurrent
planning/Fostering for Adoption (FFA)) **ENGLAND**

GUIDANCE NOTES
AND ADDITIONAL RESOURCES

SAMPLE

GUIDANCE AND ADDITIONAL RESOURCES

Guidance on completing Form PAR	A source of reference for social workers completing the PAR.
Family tree	To be completed by applicants with social worker guidance, usually prior to the full assessment starting – social worker to explore any significant details or identified patterns.
Ecomap⁴²	To be completed by applicants with social worker guidance, usually prior to the full assessment starting – social worker to follow up any issues and include summary of information in the Assessment Report under social and support networks.
Chronology⁴³	To be completed by applicants with social worker guidance, usually prior to the full assessment starting – social worker to explore any significant details or identified patterns and include summary in the Assessment Report under the relevant areas of family of origin, relationships, education and employment.
Written materials completed by applicants	These may be provided by the agency to assist applicants in considering their role as adopters and to inform the assessment. Online training materials are available on the First4Adoption website for applicants and agencies, at www.first4adoption.org.uk/ . These will inform the assessment and would not be included in the paperwork for the panel.
Summary sheet for adoption panel members	A preparation note sheet for panel members to record the identified strengths and questions for the panel meeting.
Additional forms	Proformas for the Registration of Interest Form (ROI), Stage One Plan, Stage Two Plan and Matching Plan .

These are available for agencies to use and meet the requirements of the Adoption Agencies (Miscellaneous Amendments) Regulations 2013. The ROI can be completed by applicants or online. It is anticipated that the plans will be discussed and agreed with applicants and completed online.

The proforma for **Temporary Approval as a Temporary Foster Carer for Approved Adopters** has been designed to meet the requirements of the Adoption and Care Planning (Miscellaneous Amendments) Regulations 2014.

A **dog questionnaire** and **pet questionnaire** are available to be used with applicants to gather information and assist social workers in assessing any risks or issues for a child being placed.

PROSPECTIVE ADOPTER'S REPORT (PAR) (CONCURRENT
PLANNING/FOSTERING FOR ADOPTION (FFA) CARERS)
ENGLAND
Guidance Notes

Introduction

1. The PAR is required by legislation and provides a comprehensive picture of prospective adopters, the experiences, skills and values that they are bringing to the adoption role and any support they may need to provide a loving, secure and stable home to a looked after child or children.
2. During the adoption reform programme in 2012, there were concerns about over-lengthy reports which were repetitive and unfocused with a lack of analysis of the information that leads to the social worker's recommendation to the adoption panel. The revised version of the PAR in 2013 was designed to address these concerns while remaining compliant with the legislative framework. The template was reorganised and streamlined to reduce the duplication of information, with a stronger emphasis on information being summarised and on the analysis by the social worker undertaking the assessment.
3. The Children and Family Act 2014 introduced a new duty on local authorities, under s.22C(9A) of the Children Act 1989, to consider placing a looked after child, for whom the local authority is considering adoption, with foster carers who are also approved prospective adopters following consideration in accordance with s.22C(9B)(c). The Fostering for Adoption (FFA) carers may be dually approved at the outset, or they may be approved potential adopters who have been temporarily approved as foster carers for a named child under Regulation 25A of the Care Planning, Placement and Case Review (England) Regulations 2010 (the 2010 Regulations). Statutory guidance has been published¹ which sets out guidance for local authorities about these placements. Further practice guidance on FFA was also been published by Coram and BAAF.²
4. FFA is used for children where the local authority has decided the plan for the child should be adoption, and has identified that there are no suitable family members but they are still seeking a placement order. It can also be used when a placement order has been made but placement for adoption is delayed, perhaps by a legal challenge.

¹ [Early permanence placements and approval of prospective adopters as foster carers: Statutory guidance for local authorities and adoption agencies. July 2014](#)

² [Fostering for Adoption practice guidance – Coram and BAAF, 2013](#)

5. In a concurrent placement, a child is placed with carers who are dually approved as foster carers and adopters; s.31 care proceedings will have been initiated and assessments and exploration of rehabilitation within the family are likely to be continuing. There are well established projects where adopters will be specifically recruited for this role, but some agencies have explored using this approach to accommodate individual cases. It is important that any such arrangements are fully thought through, with legal advice being sought; that they are well planned; and that the implications of being involved in these placements have been fully explored with the prospective adopters.
6. A new version of the PAR (concurrent planning/Fostering for Adoption (FFA) carers) was developed in conjunction with Jeanne Kaniuk and her colleagues at Coram in 2014 so that issues relating to the assessment of concurrent planning carers or those prospective adopters who are committed to offering a FFA placement could be included in the assessment report.
7. As the use of FFA and concurrent placements is increasing, the latest version of the PAR in 2016 now covers the assessment of all adopters and allows issues pertinent to approval as FFA or concurrent carers to be addressed as needed. This version of the PAR guidance has been updated to accompany the PAR 2016.
8. When the adoption panel is considering the application to adopt, they may have a further role in cases where the applicants are being considered as concurrent planning carers or FFA carers.
If they are being considered as concurrent planning carers or being dually approved as adopters and foster carers so that they can take a FFA placement, a permanence panel (constituted as a fostering and adoption panel) can make a recommendation about their suitability as foster carers. Otherwise, once approved as prospective adopters following presentation at an adoption panel, they will need to be presented to a fostering panel to be approved as foster carers.
If they are considering offering FFA as a temporary foster carer under Regulation 25a when they are being presented to the adoption panel for approval as adopters, the panel could offer advice about their suitability for this role. This information can be shared with the nominated officer who agrees to their temporary approval as foster carers for a specific child.
9. The information collected in Part 1 will produce a detailed social history and description of the applicant/s as people and their current circumstances. It will also provide information about their decision to apply to adopt and their potential capacity to become adoptive parent/s. There is a new section which focuses on the applicant/s understanding of the fostering role in concurrent and FFA placements. It is essential that the panel is provided with an analysis and evaluation of this information to support the recommendation of the applicant's suitability to adopt and to be

approved as a concurrent planning carer. Analysis is now integrated into each section of the descriptive report.

10. The information collected in Part 2 will include factual information provided by applicant/s in their application to the agency, and records the statutory and other checks that have been undertaken and their outcomes.

The requirements for the PAR are set out in Schedule 4 of the Adoption Agencies (Miscellaneous Amendments) Regulations 2013, with further details being provided by statutory guidance. This guidance drew on information in these documents and included acknowledged good practice guidance.

11. The PAR is only one of the tools available to social workers in the assessment and approval process. It does not and cannot replace training or experience. Its use relies on familiarity with the regulations and guidance, and it does not seek to replicate the detail of this. Some extracts from guidance have been included in these guidance notes where they were felt to be particularly helpful. The use of the PAR will also need to reflect local guidance, policy and procedure. It has been developed to provide uniformity of practice across adoption agencies and the family placement community, but its success will be judged by the extent to which it can positively provide those children who have adoption as their plan with the loving, stable and long-lasting family life they need. For prospective adopters who are also offering concurrent or FFA placements, it means that their suitability for this role can be seen in the context of all the information gathered for their assessment.

Guidance notes

	<p>AAR – Adoption Agencies Regulations 2005 amended by the Adoption Agencies (Miscellaneous Amendments) Regulations 2013 and Schedule 4</p> <p>ASSR – Adoption Support Services Regulations 2005</p> <p>SAR – Suitability of Adopters Regulations 2005</p> <p>SG – Statutory adoption guidance – 2014</p> <p>CPPCR – Care Planning, Placement and Case Review (England) Regulations 2010, amended by the Adoption and Care Planning (Miscellaneous Amendments) Regulations 2014</p> <p>EPSG – Statutory guidance – Early permanence placements and approval of prospective adopters as foster carers: 2014</p>
1.	<p>PHOTOGRAPH – AAR Schedule 4, Part 3(1): a photograph is required by regulations. The photograph should be up to date and taken within the last six months.</p>
1a	<p>PEN PICTURE OF ADOPTERS – This is generally seen as a helpful aid to social workers involved in the matching process and provides a snapshot of the prospective adopters.</p> <p>It should be a short account of about 300 words which can be written by the adopter/s with guidance from their social worker. The profile should include those details which summarise the adopter's strengths, circumstances and opportunities and any relevant constraining factors to identifying an appropriate match and where applicable to offering a concurrent or FFA placement</p>
2.	<p>FAMILY TREE – Schedule 4, Part 3(6) requires a family tree to be completed as a part of the Stage 2 full assessment. Applicants may contribute to these as part of the work they complete during Stage 1. Family trees or genograms provide a readily accessible picture of current family relationships and significant members of the family over three or more generations, which can help social workers to explore family patterns and dynamics and see how the adopted child/ren would fit in with the wider family They also provide an important focus for understanding the impact of the past on the present and the way in which separations, losses, transitions and trauma have been a part of the applicant's life experience.</p> <p>The completion of a family tree or genogram is a well established part of a home study assessment, not just for the information it contains but also for the opportunity it provides for applicants to discuss the significance of people and events in their lives with the assessing social worker. The applicant's readiness to engage in the task in an open and reflective</p>

	<p>manner without either becoming dismissive or preoccupied may be helpful and indicative of the applicant's emotional well-being and state of mind.</p> <p>An example of symbols used in drawing family trees is included in the additional resources section of the PAR.</p> <p>Computer programmes are now readily available to assist in the production of family trees. However, for some applicants, the use of coloured pens and large sheets of paper may make this a more meaningful exercise.</p>
	PART 1 – ASSESSMENT REPORT
3.	<p>Family background and early experience – Schedule 4, Part 3 (8). It is important for the assessing social worker to explore the prospective adopter's perception of their family history through their memories and feelings, which will help the assessing social worker to understand the prospective adopter and gain some insights into their resilience, emotional maturity and capacity to parent a troubled child.</p> <p>The assessment should consider what concerns the prospective adopter has about their past and how they have come to terms with these. The assessing social worker should consider how coherent, detailed and resolved their narrative is, i.e, are their descriptions backed up by some illustrative examples, and to what extent do they continue to be preoccupied with the past, to dismiss its significance or to be confused or significantly uncertain about its meaning to them. Any gaps or discrepancies in these accounts should be further explored with the applicants.</p> <p>During the assessment, the social worker should ask for specific descriptions and pay particular attention to the applicant's quality of their relationship with their mother and father. Supplementary questions should ask for the applicant's memories of specific events that back up any global descriptions if these are not given spontaneously. These should be followed by specific questions about any experiences of rejection, upset, illness or hurt, as well as loss, any abuse or separation experienced by the applicant/s and their memories of the way that their parent/s responded to this.</p> <p>In addition, the applicant/s should be asked for their own explanations, understanding and perception of why their parent/s behaved in the way that they did. They should also be asked for their views on the influence of their childhood experiences on the formation of their adult personality. This ability as an adult to understand but not necessarily to condone difficulties they experienced in relation to the way in which they were</p>

	<p>parented is a sign of having resolved past difficulties and developed reflective capacity. This is key for resilience and for the ability to see other people’s perspectives – a quality they will need as adopters when trying to understand their child’s behaviour.</p> <p>Key areas to assess in family history and functioning are the prospective adopter’s capacity to:</p> <ul style="list-style-type: none"> • build and sustain close relationships; • empathise and understand other people’s feelings, motives and behaviour; • resolve past traumas or losses, including infertility; • build secure attachments; • share difficulties and accept help. <p>These qualities can be expected to be demonstrated, for couples, in the stability and permanence of their relationship, and for individual applicants in relationships that form part of their social network. For both individual and couple applicants, this should also be reflected in tolerant social attitudes and the depth and quality of their social networks.</p> <p>Where applicants are considering offering concurrent planning or FFA, their past experiences and relationships can provide evidence of the applicant’s resilience and their ability to manage uncertainty, stress and a lack of control or input into court proceedings, as well as their capacity to empathise and work with birth parents.</p> <p>Forming a judgement about these issues is a highly skilled task and requires training, ongoing supervision and constant updating from relevant literature and research findings.</p> <p>Where agencies complete an Adult Assessment Interview (AAI) or Attachment Style Interview (ASI) as part of their assessment, the relevant information can be summarised in this section or in section 8.</p>
4.	<p>EDUCATION – Schedule 4, Part 3(14). The report needs to cover a history of the prospective adopter’s education, from pre-school to higher or further education, and to explore the prospective adopter’s views about the value of their education and its influence on their life. The assessing social worker should then explore how these experiences impact on the applicant’s views about the role of education in a child’s life, and consider whether the prospective adopter is likely to be able to help a child to achieve their full potential, rather than expect the child to fulfil a particular set of expectations.</p>

<p>5.</p>	<p>ADULT LIFE: WORK – Schedule 4, Part 3(15/16). Balancing work commitments with parenting an adopted child is a key consideration for prospective adopters. The assessment should cover existing work patterns and how these are likely to change after a child is placed for adoption or where applicable when a concurrent or FFA placement is made, and if that placement then becomes an adoptive placement. This should cover the situation for both adopters, where a couple is being assessed, whether this applies to one or both adopters. It should cover how the prospective adopters, concurrent planning carers or FFA carers might use statutory adoption leave and pay during the initial stages of placement (see further notes in the section on finance). Exploration of how decisions are reached by a couple and how they negotiate and plan the changes to their work patterns may provide an insight into the stability and permanence of their relationship and their commitment to adoption.</p>
<p>6.</p>	<p>ADULT LIFE: HEALTH – Schedule 4, Part 2. Health is a key and sometimes complex factor in assessing whether a prospective adopter has the capacity and potential longevity to care for a child into adulthood. If a prospective adopter has particular health problems, these need to be identified and assessed by a medical adviser so that the effect on their capacity to care for and parent a child can be considered as fully as possible.</p> <p>Comments from the agency medical adviser will be set out in Part 2 of the PAR, but the assessing social worker will want to record here discussions they have had with the applicant/s on health, and address any implications for parenting or adopting a child that arise from any health issues.</p> <p>Specific advice should be sought from the agency medical adviser in every case where there are health issues or where the examining GP expresses doubts about the prospective adopter’s health, as decisions on such complex and difficult issues require specialised medical expertise. The outcome of any meeting between the medical adviser and the prospective adopter/s should also be recorded here.</p> <p>Where it becomes apparent, with a couple who are applying to adopt, that one of them may be unaware of their partner’s health history, the assessing social worker should be clear that such information remains confidential to the person it is about and should not be shared with their partner unless the prospective adopter gives their written permission.</p> <p>Where one of a couple has not shared significant health-related</p>

	<p>information with their partner, this should be discussed with them on a one-to-one basis to explore their reasons. Support should be offered and the prospective adopter should be encouraged to share such information with their partner. If they still remain reluctant to do so, this will raise questions about the degree of openness in their relationship.</p>
<p>7.</p>	<p>ADULT LIFE: OTHER ISSUES – DISCLOSURE AND BARRING SERVICE (DBS) CHECK – AAR 25. If any relevant information has been disclosed as a result of an enhanced DBS check, this should be identified and assessed here.</p> <p>Where a prospective adopter is found to have committed an offence which is not specified under AAR 25.3 or 25.4, the agency should discuss this with the prospective adopter and should consider the nature of the offence, the effect on others and the prospective adopter, the penalty applied, date of the offence, and whether or not these factors raise doubts about the safety and welfare of children who might potentially be placed with the prospective adopter/s. In cases where an enhanced DBS check has led to the disclosure of “soft” information, the agency will need to give careful consideration to how to use this information. Where the agency has exercised its discretion and decided to proceed with the prospective adopter’s application, it would be helpful for a summary of the reasons for reaching this decision to be noted here, including a view of any implications for adopting a child.</p> <p>FORMER PARTNERS – AAR 26(d), Schedule 4, Part 1(7). Agencies can decide whether they wish to seek a reference from the applicant’s ex-partner during Stage 1 or 2 of the assessment. Where a prospective adopter has jointly parented or cared for a child with a former partner, they may be able to provide key information to further inform or verify information provided by the applicant. The agency would therefore usually approach them unless it considers that there are significant reasons for not doing so. However, where former partners have not jointly parented or cared for a child with the prospective adopter, there is no legal requirement for them to be approached, so the agency would need to identify that there is a clear and specific reason for doing so.</p> <p>Where there are legitimate concerns about the consequences of an approach to a former partner by the agency, the safety and welfare and any risk of harm to the prospective adopter and their family should be carefully assessed and weighed against the benefit of obtaining the reference. Agencies should have a clear policy about how these decisions are</p>

	<p>reached in individual cases. If the agency decides not to approach a former partner who jointly parented or cared for a child with the prospective adopter, its decision and reasons should be recorded on the case record and noted in the PAR and consideration given to whether other referees can be used to give a view of that relationship.</p> <p>Any information obtained from former partners which raises doubts about the applicant's suitability should always be checked and verified where possible against other sources, with any concerns about their motivation being explored in the analysis of the information provided.</p>
8.	<p>RELATIONSHIPS – SAR 4 (2). The assessment of the stability and permanence of a couple's relationship should include the history of the relationship; how well the relationship works; and the couple's commitment to it. It should explore what has tested the relationship and what the consequences have been; what creates difficulties and/or conflict and how these are resolved; and how the partners support each other and meet each other's emotional needs. The couple should be asked what has enabled them to adapt to changing circumstances and where they see themselves in 10–20 years' time.</p> <p>For applicants considering concurrency or FFA, comment particularly on their capacity to recognise, understand and manage stress, both as individuals and as a couple, given the particular demands that concurrency/FFA may place on them as a couple, and their capacity to tolerate uncertainty and feelings of powerlessness.</p>
9.	<p>MEMBERS OF THE HOUSEHOLD – Schedule 4, Parts 1(9) and 3(10). The applicant/s can be asked to prepare brief profiles of other people who live in their household, including their own birth children, adopted children (whether children or adults), or foster children, describing their relationships to help the assessing social worker understand the family a child may be joining. The social worker should note here any significant issues arising from those accounts of relationships in the household and any subsequent discussions. Recordings of any interviews, particularly any confidential information shared, will be set out in Part 2 of the report.</p> <p>Where applicable the report should cover what discussions there have been about the likely impact of a concurrent or FFA placement on household members, particularly birth or adopted children, including siblings of a child being placed. Have the applicants considered the impact on the lifestyle of the whole family of the demands of the fostering role and the contact routine? How have children been involved in discussions about concurrent planning or FFA, and what is their understanding of the plan</p>

	to offer a concurrent or FFA placement?
10.	<p>SUPPORT NETWORKS – Schedule 4, Part 3(20). The assessment needs to explore the roles and significance of the wider family and friends to the prospective adopter and to a child who may be placed with them. The assessing social workers should seek to establish their views on their family member's plan to adopt and to explore how they are likely to provide support before and after the adoption. If their views are negative, the assessing social worker should record how the prospective adopter/s intends to manage any impact on a child placed. Where an ecomap has been completed, this may have identified areas where the prospective adopter/s expects to receive practical or emotional support, or may have highlighted gaps in their support network. A summary of this information should be set out here.</p> <p>For concurrent planning and FFA carers, good support networks are particularly needed. Friends and family who can offer practical support, babysitting if necessary, and also those who can offer moral support and a listening ear through the anxious and worrying times are essential. It is helpful to cover how much they have been included in discussions about the applicant/s becoming concurrent or FFA carers, how well informed they are about the implications of concurrent planning and FFA, and whether they have attended any specific input run by the agency, e.g. family and friends sessions. Also note whether the applicant/s have made links with other concurrent planning carers, adopters or foster carers.</p>
11.	<p>LOCAL COMMUNITY – Schedule 4, Part 3(13). The prospective adopter's social integration with their local community is another aspect to be considered, as local friends and neighbours are also potentially part of their local support network. Prospective adopters can describe their interests and whether they share these with local people and what local events or social activities they participate in. From this, the assessing social worker should try to establish the extent of the prospective adopter's integration or isolation within their community and the implications of this for a child, and assess the prospective adopter's ability to forge new relationships with others in their local community once a child is placed.</p>
12.	<p>THE HOME – Schedule 4, Part 3(12). Factual information about the accommodation provided will be recorded in Part 2, so the assessing social worker will just want to set out here any significant information</p>

	affecting the assessment, e.g. any proposed changes to the home or how the living, sleeping or playing spaces may need to be altered to meet the child's needs, how any changes might affect other members of the family, and how the applicant/s will plan for and manage these changes.
13.	<p>FINANCIAL CIRCUMSTANCES – Schedule 4, Part 3(17). It is important to explore during the assessment whether the prospective adopter/s can meet the needs of a child placed for adoption with them, whatever their income level. Prospective adopters should be asked to set out their income, any benefits and entitlements, and their expenditure for the assessing social worker, and the worker should verify this information where possible and then explore and record:</p> <ul style="list-style-type: none"> • whether the prospective adopter's income and benefits, if any, are likely to be sufficient to meet the family's needs before and after adoption; and • how well the family budget is managed and if they live within their means or have substantial debts. Details of any credit agreements and credit card debts can be considered in reaching this view. <p>The financial statement does not need to be included in the assessment report but a summary of income and expenditure should be provided, with a summary of strengths and any concerns highlighted. ASSR (8) sets out circumstances where financial support may be provided to adopters, e.g. to assist with the placement of siblings, children with significant disabilities and where a placement may not otherwise be made. The assessing social worker may want to highlight here whether they anticipate that such assistance may be needed, depending on the needs of the child/ren placed.</p> <p>For applicants considering FFA or concurrent planning, this section should also cover what financial support the concurrent or FFA carers would need for the duration of a fostering placement, and what support they anticipate from their employers. From April 2015, concurrent and FFA carers are able to claim s.22c leave and s.22c pay from the point when the child is placed with them for a concurrent or FFA placement. They would not then be entitled to any further statutory adoption leave (SAL) and statutory adoption pay (SAP) if the child then becomes placed for adoption with them.³ However, not all adopters will be eligible for s.22c pay, e.g. self-employed workers, and in some cases a concurrent or FFA placement may continue for longer than the period covered by the s.22c</p>

³ EPSG para 22.

	<p>pay and leave. In those circumstances, there should be exploration of what financial support the applicants would need and what the local authority would be able to offer. SG 6.31 suggests that local authorities should consider paying the equivalent of maternity allowance to self-employed adopters to fund their time off work.</p> <p>The entitlement to s.22c pay would not affect the concurrent or FFA carer's entitlement to receive a fostering allowance applicable to that child, for the period of the foster placement until the point at which the child is placed for adoption with them.</p> <p>If the child dies or is removed from the placement, or is not placed after notice has been given, it is likely that the carer's entitlement to s.22c pay would end after eight weeks (as is the case with SAP).</p>
14.	<p>LIFESTYLE – Schedule 4, Part 3(13). Prospective adopters can report on local facilities and services from the community resources that may be available to them. These would include day care and schools, primary health care, transport, shops, activity groups for children, sports and leisure activities, and places of worship. Assessing social workers should explore the prospective adopter's knowledge of their community resources and, where needed, provide them with advice and information on the more specialist support services that a child placed for adoption may need. They may have made contact with other adopters or organisations, e.g. Adoption UK, to identify and understand what resources are needed and available; this can demonstrate their active commitment to and preparation undertaken for adoption.</p>
15.	<p>MOTIVATION TO ADOPT – Schedule 4 Part 3(19). It is particularly important that the motivation to adopt is fully explored. For some applicants, this may be their first choice for pursuing a family and the assessing social worker will want to explore the circumstances that led to this decision. Where a couple is being assessed, the views of both should be explored. Where infertility is a factor, the assessing social worker should seek to understand what treatments and procedures have been pursued, how decisions were made not to seek further treatment, any counselling that was provided or sought, and the feelings of both applicants around the inevitable losses that this will have involved. Is there evidence of how the applicants have been able to process this loss and move on, adjusting their expectations of who their child will be and giving up the hopes for a birth child of their relationship? It is also important to fully discuss and identify that the applicant/s are emotionally prepared and ready to make the space that an adopted child will need, and recognise that some</p>

	<p>feelings could be triggered during the assessment or following placement.</p> <p>This will be particularly relevant to applicants considering being concurrent or FFA carers, who will have to manage a higher level of uncertainty about the outcome of court proceedings and whether a plan for adoption placement will be the final decision. An understanding of their motivation for deciding to take the concurrent planning or FFA route, how they have coped with any experiences of infertility or loss and how these may have prepared them for managing the risks and uncertainty should be explored. What is the applicant's capacity to manage and withstand the impact of the potential loss of a child and the need to support the child's reunification with a member of the birth family in the context of their fertility history?</p>
<p>16.</p>	<p>EXPECTATIONS OF PLACEMENT – AAR 30A (4) allows the panel to consider and give advice to the agency about the number of children the applicant/s may be suitable to adopt, their age range, sex, likely needs and background. A record of how the applicant's views on the child they envisage adopting have developed can be helpful, but there also needs to be recognition that there are many factors involved in the matching process, so their views may change once they start looking at children post-approval.</p> <p>This should include the applicant's views on parenting a child where there are background factors affecting the child, e.g. parental mental health or drug or alcohol misuse, or where the child has experienced neglect, emotional, physical or sexual abuse, and their willingness to support children with learning or physical disabilities.</p> <p>As set out earlier in this guidance, unless the prospective adopter/s is also being dually approved as a foster carer, the adoption panel does not have a role in recommending prospective adopters as FFA carers, but they may wish to give some views about suitability for this or further work needed to help inform an agency decision on temporary approval once a child is identified.</p> <p>Statutory Guidance Chapter 3(58) sets out the expectation that agencies should discuss with prospective adopters whether they may be interested in fostering a child for whom adoption is thought to be a likely outcome through FFA or concurrent planning. Although there is no need for the agency to assess and approve the prospective adopter as a temporary foster carer while they are carrying out the adopter approval process, they can do so if they and the prospective adopter wish to.</p>

<p>17.</p>	<p>IDENTITY – Schedule 4, Part 3 (19(g)). Identity includes those factors associated with class, ethnicity, sex, sexuality, culture, language and spirituality. As well as assessing the factors that create the applicant’s sense of their identities, it is important to provide information on and assess the applicant’s attitudes to diversity that may be relevant to their care of a child.</p> <p>Supporting and encouraging a child’s identity and their growing sense of self as a separate and valued person, their view of their individuality, their abilities, self-image and self-esteem are an important part of parenting adopted children. Prospective adopters may need to be helped to recognise that the child’s earlier life is a part of their identity.</p> <p>Prospective adopters need to be able to consider the effect on the child if he/she is from a different ethnic background to themselves, and be able to demonstrate an awareness of the value of promoting self-esteem, providing knowledge and understanding the child’s background and proactively challenging discrimination. The prospective adopter will also need to consider the potential impact of their local community on the child’s developing understanding of their identity.</p>
<p>18.</p>	<p>UNDERSTANDING OF THE NEEDS OF ADOPTED CHILDREN AND ADOPTIVE PARENTING CAPACITY – Schedule 4, Part 3(18/19).</p> <p><u>PARENTING CAPACITY</u> – The assessment needs to explore the applicant’s capacity to provide for the child’s needs from placement through to adult life, including their capacity to understand the impact of maltreatment, loss or trauma on a child’s development and to respond to the needs that arise from these experiences. During assessment and preparation training, prospective adopters should be encouraged to consider ways to support and encourage the child’s psychological recovery. Access to experienced adopters and other professionals such as psychologists can help to strengthen their understanding. The assessing social worker should consider the prospective adopter’s capacity to respond to likely scenarios, e.g. providing consistent emotional warmth to a child who rejects them, and helping to improve a child’s low self-esteem. The assessment should explore their willingness and capacity to look after a child who does not initially respond to boundaries and routines, who has learnt to survive in isolation and to reject emotional warmth, and whose behaviour might cause family conflict.</p> <p><u>TELLING ABOUT ADOPTION</u> – The assessment should also include the applicant’s understanding of and agreement to the importance of telling the child that they are adopted and appropriately sharing what is known</p>

	<p>of their history and circumstances. The concept of “communicative openness” in adoption might prove to be particularly helpful in exploring how prospective adopters view their role in this.</p> <p><u>CONTACT</u> – The prospective adopter’s understanding of the significance of contact between an adopted child and their birth family members, as well as their views on what type of contact and with whom, will be explored during their assessment. Their understanding and views on this are likely to develop through preparation and assessment, and in addition to their final views, it is this journey which should be subject to social work analysis.</p>
<p>19.</p>	<p>UNDERSTANDING OF THE ROLE OF A CONCURRENT PLANNING/FFA CARER (where applicable)</p> <p><u>FOSTER CARER STATUS</u></p> <p>The applicants must understand that they will not have parental responsibility (PR) for the child – in most cases, this will be shared between the child’s birth parents and the local authority. Occasionally there will be situations where PR will remain wholly with the birth parents.</p> <p>As foster carers, the applicant/s will not be in a position to make important decisions about the child, although they may have almost total responsibility for day-to-day care. They will also not have a direct influence on the direction the case may be taking. This can lead to feelings of helplessness and frustration. How well the applicant/s understands this and their capacity to cope with this should be considered, as well as their understanding of how to use their social worker for support.</p> <p><u>CAPACITY TO WORK IN PARTNERSHIP WITH CHILDREN’S SERVICES</u></p> <p>The local authority placing the child has parental responsibility for most children and is responsible for planning for their care and supervising their placements. The applicant/s need to be able to understand the roles of the network of professionals they may be working with, and show the ability to work cooperatively with them in the interests of the child. They may have previous experiences in their own employment which can help to evidence this.</p> <p><u>CAPACITY TO WORK WITH BIRTH PARENTS AND OTHER RELATIVES</u></p> <p>In most cases, foster children will be having contact with their birth parents/relatives. As concurrent planning carers, they are likely to have regular contact with parents and/or other relatives when they bring the child for contact.</p>

For FFA carers, the level of contact between the carers and parents is likely to be decided based on the circumstances of the case.

The applicants need to understand some of the birth parents' difficulties and to be able to empathise with them without being expected to condone behaviour that may have damaged or be damaging to the child. They need to be able and willing to manage contact as required with a warm and respectful manner, and to discuss the child's welfare and progress with the birth parents.

It is helpful to know if the applicants can see the relationship with the birth family as an opportunity as well as a challenge.

CAPACITY TO SUPPORT CONTACT

As most fostered children will be having direct contact with birth parents/other birth relatives, unless this is clearly contra-indicated, even if they are not directly involved in the contact the concurrent or FFA carers will need to support their child in managing contact so that it is as positive and non-stressful for the child as possible. This will involve preparing and reassuring the child at a level appropriate to their age, both before and after contact. The carer's capacity to manage anxiety without conveying it to the child will be important.

THE UNCERTAINTY OF CONCURRENT AND FFA PLACEMENTS

In concurrent planning placements, there is the particular tension that the first plan for the children is rehabilitation. Where a child's future is to be decided by the court, the priority will always be placement with parents, other relatives or connected persons where this is possible. In concurrent planning, there are likely to be possibilities for rehabilitation yet to be explored; if rehabilitation is not viable, then the plan will become adoption by the carers. The most demanding requirement of concurrent planning carers is to manage the possibility of the child returning to a birth family member and, where this becomes the plan, to be able to draw on their emotional resources to be able to support the child's transition back to their birth family. Prospective concurrent planning carers need to show that they have reflected on how they would cope should reunification become the plan, and how they would manage the impact of loss.

For FFA carers, although the local authority plan will be adoption, there will still be uncertainty as the final decision will be made by the court, and there can also be delays in the process of reaching that decision. The ability to cope with these levels of uncertainty is therefore common to both types of carers.

	<p><u>MANAGING THE DEMANDS OF THE FOSTERING ROLE</u></p> <p>Concurrent and FFA carers need to have the space in their lives to be available for sometimes frequent meetings, visits and appointments with professionals on behalf of the child, as well as attending relevant training and support groups and completing regular and sometimes detailed recordings. They will need to be able to prioritise these tasks, which are all part of the foster carer's role.</p> <p>Recent guidance sets out that carers are expected to commence the Training, Support and Development Standards (TSD) training, whilst recognising that the carers might not complete them before the child is placed for adoption with them. These aspects of the role will require availability and flexibility on behalf of the carers.</p>
20.	<p>SUMMARY ANALYSIS OF ALL KEY FACTORS – This is a key section for setting out the main points from the social worker's assessment which leads them to making their recommendation on suitability to adopt, and will draw from the analysis sections throughout the report. The analysis needs to link adopted children's needs, the adoptive parenting capacities required to meet those needs, and the family and environmental factors which may impact on either the child's needs or the adoptive parenting capacities of the adopters. Specific reference should be made where applicable to their suitability or potential to offer concurrent placements or FFA and what further training, support or development might be needed. The analysis then needs to highlight the implications for their approval as adopters, matching, training and development and adoption support needs.</p>
21.	<p>DECLARATION – Restriction on the Preparation of Adoption Reports Regulations 2005. The social worker must have at least three 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>
22.	<p>WRITTEN REPORT ON SECOND OPINION VISITS – SG Chap 3 para 60 states that second opinion reports should be completed where there are any issues of significant concern or where clarification is needed and would be undertaken by a second person, who could be another social worker or a team manager. It cautions agencies to be mindful of completing this within the timeframe for Stage 2 and states that they</p>

	should not be routinely carried out. The key findings (rather than a full recording) from any visit would be recorded here with a recommendation on the prospective adopter's suitability.
23.	APPLICANT'S OBSERVATIONS ON THE REPORT – AAR 30(5) sets out the requirement for the adoption agency to notify the prospective adopter/s that their application is to be referred to the adoption panel and to give them a copy of the PAR, inviting any written observations on it within five working days.
	PART 2: FACTUAL INFORMATION
24.	DETAILS OF AGENCY COMPLETING THE ASSESSMENT – AAR 30(4) sets out that a Brief Report can be prepared when an adoption agency receives information during Stage 2 and comes to the opinion that a prospective adopter is unlikely to be considered suitable. It enables the agency to make a report notwithstanding that the agency has not received all the information required by the Adoption Agency Regulations.
25.	SAR 2005 (5) states, in relation to brief reports, that matters to be taken into account may be limited to information received under AAR 26 or other information which leads the agency to the opinion that the applicant/s are unlikely to be considered to be suitable to adopt.
26.	PARTNERSHIP STATUS – This is defined as 'living together in a couple relationship'.
27.	IDENTITY – The Commission for Racial Equality (now replaced by the Equality and Human Rights Commission) provided a framework to standardise the identification of an individual's ethnic background (see section at the end of these notes). It is recommended that this framework be used as a starting point for identifying ethnicity, with more detailed information and discussion of this given in Part 1 of the report.
28.	OCCUPATION OR PROFESSION – If the applicant is in full-time education, this should be recorded here.
29.	WHO ELSE LIVES IN THE HOUSEHOLD? – This includes such relationships as birth child, stepchild or adopted child.
30.	THE HOME AND ITS ENVIRONMENT <u>PETS</u> – Where there are pets in the household, the agency will want to consider the position and impact of the pets and how they may respond to a child being placed. This will inform the social worker's assessment, but only basic details of the pets, with any changes that the applicants need to make or significant issues relating to their pets, need to be

	<p>recorded here. We have also published a dog questionnaire and a pet questionnaire for use with this and other assessment forms, and a Good Practice Guide on how to use them.</p>
31.	<p>HEALTH AND SAFETY ISSUES – Agencies may ask applicants to consider health and safety issues that could arise when a child joins the household. This exercise will enable the assessing social worker to clarify the prospective adopter’s understanding of potential household and other hazards and dangers for young children, learning disabled children, or children without a clear sense of danger, and to suggest what they would need to do to keep a child safe. Any checklist used to aid their understanding will inform the assessment and the social worker will only need to record any observations on the prospective adopter’s understanding of these issues and any outstanding actions required or concerns highlighted from these discussions.</p>
32.	<p>AAR 30(2)(d) asks for any observations that the agency has in relation to any counselling, information or preparation provided to the applicant/s.</p>
33.	<p>DOMICILE AND HABITUAL RESIDENCE – Domicile is not the same as habitual residence. The nearest definition is permanent home. A person may be resident for many years in another country without ceasing to be domiciled in the country he/she regards as home. No person can be domiciled in more than one country at the same time, but a person can be habitually resident in more than one country.</p> <p>A single applicant must be domiciled in the British Islands or have been habitually resident in the British Islands for at least 12 months prior to the date of the adoption application. In the case of a couple, one of them must be domiciled in the British Islands or both of them must have been habitually resident for 12 months prior to the date of the adoption application.</p> <p>Legal advice should always be sought if there is any uncertainty.</p>
34.	<p>HEALTH – The requirements for health information on prospective adopters is set out in AAR 26(b). The full medical report requirements are set out in AAR 30(2)(b) and Schedule 4, Part 2. The medical adviser’s summary must reflect the information required in regulations and schedules and will be set out here. The social worker may comment further on these issues in Part 1 – see note 6.</p>
35.	<p>CHECKS – AAR Schedule 4, part 1(3) sets out the requirement to provide information on previous family court proceedings.</p>
36.	<p>Any notifications as private foster carers should be included here.</p>

37.	<p>AAR 26(e) sets out the requirement for relevant information to be included from the local authority where the applicant/s has their home. Statutory guidance states that where the prospective adopter/s has lived for only a short period in the area of their local authority, the agency should obtain information from the prospective adopter's former local authorities.</p>
38.	<p>SG Chap 3 para 30 sets out that where an agency is not able to conduct DBS and other background checks on the prospective adopter, e.g. where they have lived abroad for an extended period, the agency should decide whether to carry out other checks or to take up additional references and then decide whether it has or can obtain sufficient information for the assessment to proceed. The agency should record its decision and the reasons for it on the case record, and it would be sensible to note this decision and reasons here.</p>
39.	<p>SUMMARY OF PERSONAL REFERENCES COMPLETED – Agencies usually seek a written reference from personal referees prior to visiting them. A range of referees are suggested, including relevant family references, at least one referee who has known the applicant for a minimum of five years (where a couple is applying, then some of the referees should have knowledge of them together as a couple rather than knowledge of only one partner), and someone who can comment on their interactions with children.</p> <p>When interviewing referees for applicants who wish to consider being concurrent or FFA carers, it is essential that they have received some information on the role and expectations of concurrent or FFA carers – explaining that it is a child-centred process which puts the child's needs first, and asks the adults to manage the uncertainty.</p> <p>Additional questions for referees could include:</p> <ul style="list-style-type: none"> - whether the applicant/s have discussed with them the particular challenges of concurrent planning and FFA placements; - whether ,when working with birth parents, the referees feel that the applicant/s can see other people's points of view and be accepting towards people with different backgrounds and life experiences; - how the applicants would cope with the uncertainty of the placement outcome, including in the event that the court did not make a placement order and the child was returned to a birth family member; - where their support would come from in managing the placement uncertainty, and their willingness and ability to make use of available support.

40.	<p>SUMMARY AND EVALUATION OF INFORMATION FROM EACH REFEREE – AAR 26(c) sets out the requirement for a written report of the interviews held with each of the referees during Stage 1 of the assessment. These interviews will assist the agency in deciding whether the prospective adopter/s may be suitable to adopt and can progress to Stage 2 of the assessment. Agencies may decide to undertake further interviews in Stage 2, e.g. where additional clarification is needed due to issues arising during the assessment. By the end of the assessment, the assessing social worker should have an understanding of each referee’s relationship with and knowledge of the prospective adopter/s and what weight can be given to their reference. If it becomes clear that the referee has insufficient knowledge or that their views have no sound basis, then the prospective adopter/s could be asked to nominate another referee. A summary of the key points of the information obtained from the interview/s and the written reference should be included here. A full account of all interviews/visits would be recorded for the case file.</p>
41.	<p>This section should contain the social worker’s analysis of the information provided by a referee – whether this has substantiated information given by other parties or raised particular issues for the assessing social worker.</p>
42.	<p>ECOMAPS – Ecomaps are not required in regulations but they can be a powerful tool in representing a person’s connection to their social network and the strengths and vulnerabilities associated with this. Combining this with a “timeline” can provide an additional visual and sequential representation of the main events of an applicant’s life. An example of the symbols used in drawing ecomaps is included at the end of the PAR. It is a matter for agencies whether these should be included in the PAR, but the social worker must include a summary of the relevant information from this in Part 1 – see note 10.</p>
43.	<p>CHRONOLOGY – Schedule 4, Part 3(7). A chronology of the prospective adopter’s life history should be prepared as early as possible, either independently by the prospective adopter during Stage 1 or with the help of the assessing social worker.</p> <p>Chronologies should cover events and details in the order in which they occurred, starting with birth until the present. There should be no unaccounted periods of time.</p> <p>The chronology will set out:</p> <ul style="list-style-type: none"> • all the addresses the applicant/s have lived at; • significant changes in family circumstances (separation/divorce of

	<p>parents, death of family members);</p> <ul style="list-style-type: none"> • schools, education and employment (identifying any experiences involving the care of or work with children). <p>Chronologies enable assessing social workers to have a complete picture of the applicant's addresses, significant family changes and events, and education and employment. It is a matter for agencies whether these should be attached to the PAR, but what is important is that the social worker must have assessed the significance of the applicant's life history and development across its various domains in Part 1, and that any gaps in the chronology or significant patterns should be identified and discussed under 'any other information' in Part 1.</p>
	<p>Acknowledgements</p> <p>CoramBAAF is very grateful for the significant contribution made by members of the Pilot PAR working group in 2013 from the following agencies, and to the managers, social workers and panel members who took part in the PAR pilot for sharing their resources and providing detailed feedback on their experience:</p> <p>Ann Davison, Adoption Matters; Carole Sykes, East Sussex County Council; Jeanne Kaniuk, Coram; Mary Blanchard, Hampshire County Council; Satwinder Sandhu, PACT; Judith Matthews, Leeds City Council.</p> <p>CoramBAAF is also grateful to Jeanne Kaniuk and her colleagues for proposing and working with us on the Concurrent planning/FFA version of the PAR in 2014 which has subsequently led to us combining all aspects of assessing prospective adopters, including those considering FFA and concurrent planning, into this new version.</p>

Identifying an individual's ethnic group

These categories are adapted from the Commission for Racial Equality's recommended template for identifying an individual's ethnic group. In completing the PAR, it is recommended that these categories be used for any individual subject to the report where their ethnic identity needs to be stated.

To use these categories, first choose one section from A to E, and then choose the most appropriate term from within that section to identify the individual's ethnic group. If the applicant/s cannot identify themselves from the five groups below, use their own preferred way of identifying their ethnic group.

Although these categories allow for some standardisation to be established in completing the report, they have the disadvantage of conflating what are often very specific issues about ethnic identity and origin. Where this is relevant, these issues should be identified and explored in Part B of the report.

A White

British English Scottish Welsh Other British (please specify)
Irish Any other white background (please specify)

B Mixed

White and Black Caribbean White and Black African
White and Asian Any other mixed background (please specify)

C Asian

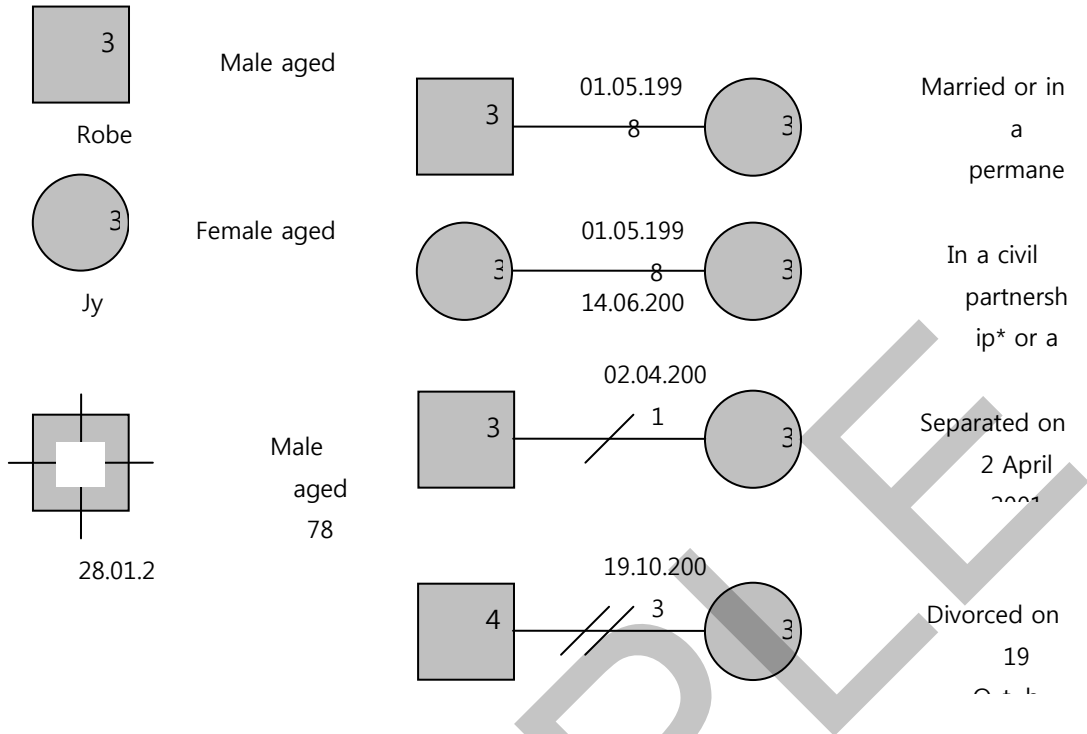
Asian British Asian English Asian Scottish Asian Welsh
Indian Pakistani Bangladeshi Chinese
Any other Asian background (please specify)

D Black

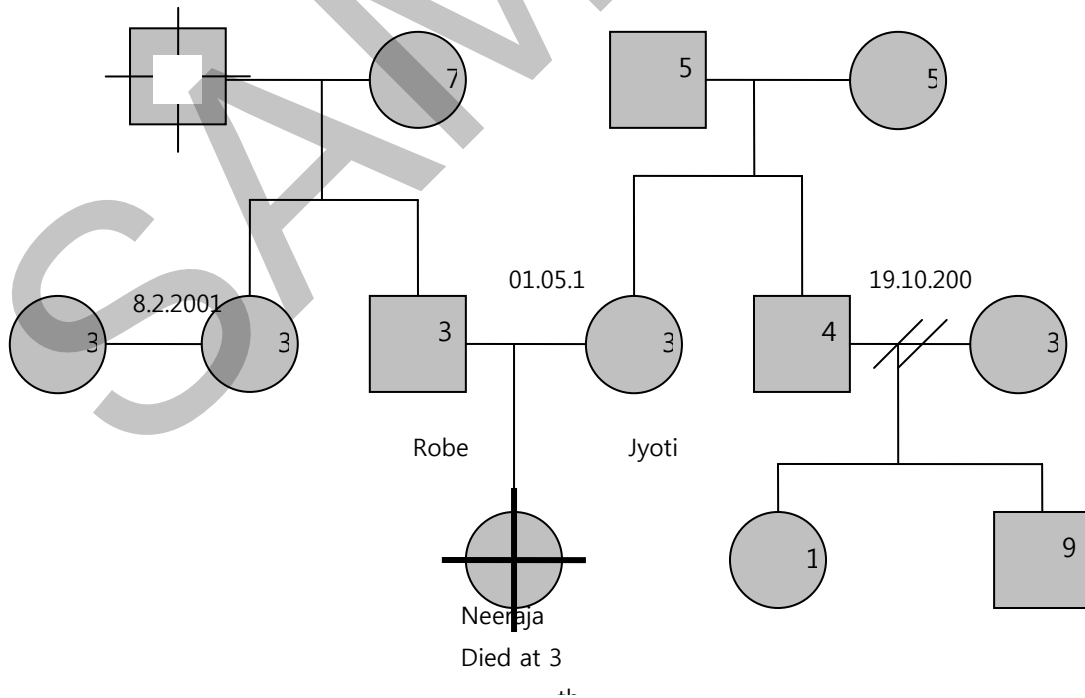
Black British Black English Black Scottish Black Welsh
Caribbean African Any other Black background (please specify)

E Other Any other background (please specify)

Exemplar for family tree symbols



Robert and Jyoti's Family







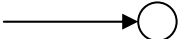
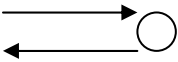
Drawing an ecomap

An ecomap is used to represent in a picture format you, your immediate family and the connections that you all have with your community. These connections can be drawn in such a way as to indicate the quality of these connections and the energy that makes them up. Used in conjunction with a family tree, ecomaps contain a large amount of information about an individual's relationships and social networks on just two pages.

Ecomaps are drawn by placing the family household at the centre of the drawing and then enclosing this in a circle. The symbols identified previously on drawing family trees should be used to do this.

Individuals then identify the people with whom they have relationships outside of the household, and this should include groups or organisations in the community that are of significance. These should be defined in a broad way so that individuals or groups not in the immediate geographical vicinity can be shown if they are significant.

Connections should then be made between individuals in the household and individuals, groups and organisations using the following lines.

	A strong connection
	A tenuous connection
	A stressful connection
	A flow of energy away from female in the household
	A flow of energy towards the female in the household
	A flow of energy towards and away from the same source



**Prospective Adopter's Report (PAR)
(Concurrent and FFA) England**

Summary note sheet to be used by adoption panel members

SAMPLE

Name of applicant 1	
Name of applicant 2	
Date of adoption panel meeting	
Purpose of current presentation to panel	
Presented by	
Summary of strengths of application	
Suggested questions and issues to be discussed in panel	

Previous panel meetings

Date	
Purpose	
Outcome	

PROSPECTIVE ADOPTER'S REPORT (PAR)

(Including concurrent planning/Fostering For Adoption (FFA) carers)
(England)

Name of adopter/s

Photograph of adopter/s¹

Social worker's recommendations and advice:

(To include if applicants are interested in offering concurrency and fostering for adoption)

Name of social worker:

CONTENTS

Summary pen picture of the applicant/s and their plan to adopt

To be completed by the applicant/s with guidance from their social worker.

Family tree

To be completed by the applicant/s with guidance from their social worker.

Part 1 – Assessment report

The assessment report presents an outline format for the inclusion of key information about the applicant/s and the social worker's analysis and evaluation of the significance of that information in relation to the applicant's suitability to adopt. The assessment report concludes with the social worker's recommendation on the suitability of the applicant/s. The second opinion report is completed where needed, following the conclusion of the assessment.

Part 2 – Factual information to support assessment report

This contains all the factual information about the applicant/s and their circumstances, and includes a confidential section for the outcome of statutory checks and references.

Guidance and additional resources

These are issued in a separate booklet which agencies, panel members and social workers may find useful:

Guidance on completing Form PAR

This references legislation and guidance and assists the social worker in completing the assessment report. The assessment report puts an emphasis on summarising and then analysing relevant information. Guidance will set out more clearly how this can be achieved and will discourage the inclusion of unnecessary descriptive information.

Additional forms

Proformas for the Registration of Interest Form, Stage One Plan, Stage Two Plan and Matching Plan are included here for agencies to use which meet the requirements of the Adoption Agencies (Miscellaneous Amendments) Regulations 2013 and Report for Temporary Approval as a Foster Carer (Regulation 25A CPPR Regs)

Toolkit

This includes the formats for the chronology and ecomap which will be completed by the applicant/s and shared with the assessing social worker. Information provided from these documents will contribute to and inform the social worker's assessment. The completed forms will form part of the adopter's case file.

Summary sheet for adoption panel

SUMMARY PEN PICTURE OF THE APPLICANT/S AND THEIR PLAN TO ADOPT

(To be completed in about 300 words, covering personal details, personality and interests, experience and lifestyle, support networks and type of placement being offered and where appropriate their interest in offering FFA or a concurrent planning placement))^{1a}

SAMPLE

FAMILY TREE2

SAMPLE

PART 1: ASSESSMENT REPORT

Please read guidance notes before completing this report and follow the format set out below. It is anticipated that Part 1 would be completed in 15–25 pages, depending on the complexities of the assessment.

Family and environmental factors

What has made the applicant/s into the person they are today and what creates stability and security in their adult life that would enable them to become an adopter and a concurrent planning carer or to offer FFA? For each individual applicant, summarise the key aspects of the information provided by the applicant and evaluate its significance when considering the applicant's suitability to be a concurrent planning carer or to offer FFA and to adopt.

Family background and early experience³

(Complete for both applicants when assessing a couple)

1. Family of origin, including siblings and other significant family members and any other significant relationships that have influenced the applicant's development (including any that may have ended).
2. Summary of education experiences⁴ – how have they influenced the applicant's views on the importance of education and how are they likely to enable a child(ren) to reach their potential?

Social worker's analysis of the influence of early experiences on the applicant/s – Sections 1–2

Adult life – work, health and other issues

(Complete for both applicants when assessing a couple)

3. Summary of employment⁵ – noting any relevance to the applicant's application to adopt and to be a concurrent planning carer or to offer FFA and any anticipated changes after a child is placed.
4. Health,⁶ including significant details of any previous or current health conditions and their likely impact on the applicant's suitability to adopt (including physical and mental health and emotional well-being).
5. Any other information that is relevant, e.g. further details of information shared about significant issues arising from statutory checks, any significant previous partners and any implications these may have for this application.⁷

Social worker's analysis of Sections 3–5

Relationships and support networks

6. Summary of the history and strengths of the current adult relationships⁸ that are the basis of the household (by marriage, civil partnership, cohabitation).
7. Details of household members and their relationships with each other, including any birth or adopted children, and other adults, related or not. Summarise any issues arising from this, including where applicable the likely impact of a concurrent or FFA placement on other household members.⁹
8. Social and support network,¹⁰ identifying key people and the support that they are anticipated to provide, and setting out current or anticipated integration into the local community.¹¹ Summarise any issues arising from this.

Social worker's analysis of Sections 6–8

The home, financial circumstances and lifestyle

9. Accommodation¹² and any issues arising from this.

10. Financial circumstances¹³ and any relevant issues arising from this. Where an FFA or concurrent placement is being offered, include information about the applicant's eligibility for statutory pay and leave during the concurrency/FFA placement and the agency support that they will need.

11. Neighbourhood and community¹⁴ and its suitability for children. Current leisure and recreational interests and whether these may change when a child is placed, particularly where applicable with the additional demands of fostering through concurrency or FFA. Access to and use of key local services relevant to family life. Summarise any issues arising from this.

Social worker's analysis of Sections 9–11

Becoming adopters – the assessment of adoptive parenting capacity

Summarise the key aspects of the information provided by the applicant/s and evaluate its significance when considering the applicant's suitability to adopt:

Motivation to adopt and expectations of placement

12. What is the motivation¹⁵ for and the pathway that the applicant has taken towards applying to adopt? Where the applicant is considering a concurrent planning or FFA route, what are the considerations and motivations that have led them to consider this? Have they considered the impact of the potential loss of a child if they return to the care of their birth family?

13. What is the applicant's current view or expectations about the background characteristics and experiences, ages or number of child/ren that they hope to adopt?¹⁶ How has this developed during the assessment process? Where applicable, what has led them to feel that they would be able to consider a child being placed through a concurrency arrangement or FFA?

Social worker's analysis of Sections 12–13

Understanding of the needs of adopted children and adoptive parenting capacity

14. What experiences of caring for children have prepared the applicant/s to become an adopter? In what ways are those experiences indicative of how they might parent an adopted child? Where the applicant/s is considering siblings, or placement through concurrency or FFA, set out their previous relevant experience and their understanding of the issues which may arise.

15. How has the applicant's view of their own identity¹⁷ (personal, class, racial and ethnic, gender, sexual, cultural, language and spiritual) and their attitude and experience of diversity influenced their views and plans about promoting the child's cultural heritage and religious beliefs?

16. What is the applicant's understanding and expectations about children and the lifelong nature and impact of adoption, including exploring the changing nature of questions about adoption at different stages in adoptive family life, direct or indirect contact issues, later life challenges and tracing? Is this based on knowledge, information and experience?¹⁸

17. . To be completed only where the applicant is considering a concurrent placement or FFA

Many children placed in concurrency placements are very young babies with a range of developmental and health uncertainties, where the long-term impact may only be known several years later: e.g. babies where the mother has abused substances in pregnancy/they have genetic risk factors because of parental mental health history or parental learning difficulties/possible viral infections (e.g. HIV, Hepatitis C) that cannot be positively identified or ruled out at this stage. Early permanence is a protective influence for development, but does not negate the potential impact of such risk factors. What is the applicant's understanding of this and what background factors do they feel able to consider?

18. Has the applicant/s identified potential testamentary Guardians for their child in the event of their ill health, disability or death?

Social worker's analysis of Sections 14–18

19. Understanding of the role of a concurrent planning carer/FFA carer

To be completed only where the applicant is considering a concurrent placement or FFA¹⁹. What are the applicant's expectations of the fostering role? What discussions have there been about the agency's or local authority's expectations of them as a foster carer? How will they manage the competing demands and priorities of concurrent planning or FFA? How will the applicant/s work in partnership with professionals? Have they thought about the impact on them of the additional scrutiny of professionals and expectations of them through the fostering period? How will the applicant/s manage the expectations of them in supporting contact and working with the child's birth family when offering a concurrent placement? What are their expectations of this if they are offering a FFA placement?

Social worker's analysis of Section 19

Summary analysis²⁰ of all key factors leading to the recommendation

This should identify the strengths, vulnerabilities and any areas identified for support or for the applicant's further development as an adopter and where applicable as a concurrent planning or FFA carer.

Recommendation to the panel

Using the analysis, evaluation and summary above, what is the social worker's recommendation to the panel about the suitability of the applicant/s to be approved as an adopter and where applicable as a concurrent foster carer? What advice would the social worker give about the characteristics and numbers of children to be placed and whether the applicant/s could offer a FFA placement?

Signature of social worker completing the report

I CERTIFY THAT THIS REPORT IS COMPLIANT WITH THE RESTRICTION ON THE PREPARATION OF ADOPTION REPORTS REGULATIONS 2005.²¹

Signature

Date

Print name

Signature of team manager responsible for the report

I CERTIFY THAT THIS REPORT IS COMPLIANT WITH THE RESTRICTION ON THE PREPARATION OF ADOPTION REPORTS REGULATIONS 2005.²¹

Signature

Date

Print name

Written report on second opinion visits²²

Name of applicant

Name and status of person completing this report

Reasons for undertaking a second opinion visit

Report on key areas discussed during visit

Recommendation to the panel on the suitability of the applicant/s to be approved as an adopter? This should include any advice about the characteristics and numbers of children to be placed (if different from that of assessing social worker, set out reasons).

The applicant's observations on the report²³

Name of Applicant 1

Name of Applicant 2

We/I have read the report prepared on our/my suitability to adopt

Applicant 1

Applicant 2

We/I have the following observations/additional comments on any aspect of this report.

We/I certify that, to the best of our/my knowledge and belief, the details contained in this report are correct. We/I have indicated below any factual corrections that we/I believe need to be made in the box below. We/I understand that the agency may seek verification of any of the facts supplied. We/I understand that if any of this information is found to be false or misleading, this may result in the agency rejecting our/my application. We/I understand that it is important not to withhold any information about factors that may influence our/my capacity to care for a child. We/I understand that the agency may ask us/me to supply further information in order to assess our/my application.

The factual corrections which need to be made are:

We/I understand that any information supplied by us/me in respect of this application may be held and/or processed in an electronic form and is subject to the relevant provisions in the Data Protection Act 1998 and other relevant statutes. We/I understand that any information supplied will form part of the agency's case record in respect of our/my application.

We/I understand that this form is the property of the agency to which we/I have applied. We/I agree not to copy this document (other than for our/my own personal records) or disclose its contents in full or in part, to any other person, agency or authority without the agency's permission.

Signature

Date

Print name

Signature

Date

Print name

PART 2: FACTUAL INFORMATION

Please see relevant guidance

Details of agency completing the assessment

Agency reference number	Full report/Brief report ^{24/25}
Name of agency	
Address	
Postcode	
Telephone	Fax
Name of social worker	Name of team manager
Telephone	Telephone
Minicom	Minicom
Fax	Fax
Email	Email

Applicant 1

Surname	
First name/s	
Other names used (including familiar names)	
Date of birth	Age
Place of birth	

Applicant 2

Surname	
First name/s	
Other names used (including familiar names)	
Date of birth	Age
Place of birth	

Home address

Address
Postcode
Length of time at this address
Is this the applicant's permanent place of residence? Give details
Home local authority

	Applicant 1	Applicant 2
If the applicant is married, give date and place of marriage		
If the applicant has a registered civil partnership, give date and place of registration		
If the applicant is living with a partner, date on which the applicants set up a household together²⁶		
If the applicant is separated or divorced or has dissolved a civil partnership, give date and name of previous partner		
Identity	Applicant 1	Applicant 2
Sex		
Nationality		
Ethnicity²⁷		
Primary language spoken in the home		
Other language(s) spoken in the home		
Religion or faith group		
Practising or non-practising		
Is the applicant registered as disabled?	Yes/No	Yes/No
Occupation or profession	Applicant 1	Applicant 2
Current occupation (if any)²⁸		
Current employer (if any)		
Date started		
Current hours of work		
Income from occupation or profession		
Proposed hours of work following placement of child		

Who else lives in the household?

Children under 18

Surname	First name/s	Sex M/F	Date of birth	Ethnicity ²⁷	Relationship to applicant(s) ²⁹	Current school
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Adults (including grown-up children) living in the household

Surname	First name/s	Sex M/F	Date of birth	Ethnicity ²⁷	Relationship to applicant(s) ²⁹	Education/ employment	Were they interviewed? Yes/No
							Yes/No
							Yes/No
							Yes/No

Are there other adults (not in the household) who may have responsibility on a regular basis for the care of any child/ren placed?

Surname	First name/s	Sex M/F	Date of birth	Ethnicity ²⁷	Relationship to applicant(s) ²⁹	Were they interviewed? Yes/No
						Yes/No
						Yes/No
						Yes/No

Are there children (under 18) from a current or previous partnership living elsewhere?

Where a child has died, their details should be recorded here.

Surname	First name/s	Sex M/F	Date of birth	Date of death	Ethnicity ²⁷	Relationship to applicant(s) ²⁹	Were they interviewed? Yes/No
							Yes/No
							Yes/No
							Yes/No

Does the applicant/s have adult children living elsewhere?

Where a person has died, the details should be recorded here.

Surname	First name/s	Sex M/F	Date of birth	Date of death	Ethnicity ²⁷	Relationship to applicant(s) ²⁹	Were they interviewed? Yes/No
							Yes/No
							Yes/No
							Yes/No

The home and its environment

Include number of rooms including bedrooms, play and garden space, and proposed sleeping arrangements. Is the home accessible for a child with disabilities? Give details if relevant. If there are any pets, give brief details and note any relevant issues.³⁰ Have the applicant/s prepared their home to address any relevant health and safety issues?³¹ Are there any outstanding issues in relation to the home and its environment?

SAMPLE

The adoption application

Date Registration of Interest

Form received

Date accepted

Date of agency decision to move
to Stage Two

Any comments about length of time taken to complete the assessment

Date assessment updated
(if relevant)

Date applicant notified of referral
to the adoption panel

Training and preparation groups

Has the applicant/s attended the following?

Applicant 1

Applicant 2

Date started/
completed

Number of
sessions

Date started/
completed

Number of
sessions

Information sessions

Group preparation or training
sessions to date

Individual training or preparation
sessions to date

Group training or individual
preparation sessions on providing
concurrent/FFA placements

Give brief details of composition of group where a group preparation has been attended and set out the areas covered in preparation groups, training workshops, input on concurrency and FFA placements and e-learning materials completed

The applicant's views of their principal areas of learning during preparation and training, including specific learning about becoming concurrent or FFA carers and any further areas they would like to cover

The trainer's views of the applicant's principal areas of learning during preparation and training³² and any further areas that should be addressed

Home study assessment

State number of times applicant/s interviewed

Applicant 1

Applicant 2

Individually

Together

For applicants where there are already children in the household, state number of times family group interviewed and number of times children interviewed (individually or together)

Applicant and child/ren together

Child 1 (name)

Child 2 (name)

Child 3 (name)

Child 4 (name)

Where other members of the household have been interviewed, identify who they are and number of times interviewed

Name

Number of times interviewed

Observations and comments of any adult or children living in the household and their views on the application to adopt and where applicable to offer a concurrent or FFA placement and the impact of any child/ren joining the household)

This section can be included with the confidential references where necessary.

Verification and required checks

Identity and status

	Applicant 1	Applicant 2
Date original birth certificate seen		
Date passport verified or other certification of nationality		
If the applicants are married to each other, date marriage certificate seen		
If the applicants have registered a civil partnership, date certificate seen		
If the applicant is divorced, date divorce certificate seen		
If the applicant has terminated a civil partnership, date dissolution order seen		
Have household income and expenditure been verified?	Yes/No	Yes/No
Methods of verification		

Domicile and habitual residence³³

Is the applicant/s domiciled in the UK?
If no, state domicile
How long has the applicant/s been habitually resident in the UK?
If non-UK passport holders, state country of issue
If non-UK passport holders and EEA citizens, do they have permanent residency?
If not, have they lived in the UK for five years?
State evidence seen
If non-UK and non-EEA citizens, do they have indefinite leave to remain?

Health³⁴

	Applicant 1	Applicant 2
Name of General Practitioner		
Address of GP practice		
Telephone		
Name and contact details of the medical practitioner who undertook the statutory health assessment (if different from GP) and date of health assessment		
Where an updated health assessment has been completed, indicate date, by whom, and reason		
Date	Medical practitioner	Reason

STRICTLY CONFIDENTIAL – This section includes third party information which must not be shared with the applicants without consent.

Medical adviser summary of the health and support needs of the applicant/s

For each applicant, set out whether the applicant has any health conditions or physical and mental health impairments that are likely significantly to impact on their capacity to care for any child placed with them. Where the agency should take this into account in assessing for support services, this should be indicated.

Applicant 1 (Name)

Applicant 2 (Name)

Name of medical adviser	
-------------------------	--

Telephone	
-----------	--

Date	
------	--

STRICTLY CONFIDENTIAL – This section includes third party information which must not be shared with the applicants without consent.

Checks

Has the applicant/s ever had a county court judgement made against them or have they ever been declared bankrupt? ³⁵

Yes/No

If yes, please give date(s), court and brief details.

Has the applicant/s been involved in any family court proceedings or in any proceedings about children and/or family?

Yes/No

If yes, give details of the date, name of court, type of order made and the name of the children concerned.

Has the applicant/s previously applied to become a foster carer, adopter or childminder? ³⁶

Yes/No

If yes, give details of the date, name of agency, address, type of application and outcome.

Has any other member of the household previously applied to become a foster carer, adopter or childminder?

Yes/No

If yes, give details of the date, name of agency, address, type of application and outcome.

Statutory and other checks (give date completed)

Applicant 1 (Date)

Applicant 2 (Date)

Enhanced DBS check

Home local authority³⁷

Previous local authorities

Current employer

Past employers (where this includes work with children or vulnerable adults)

School, college, nursery

Previous partner(s)

Other checks completed, e.g. overseas checks where relevant³⁸

Give details of any contra-indications arising from statutory checks and how these have been addressed. Further detail can be shared in the assessment report.

STRICTLY CONFIDENTIAL – This section includes third party information which must not be shared with the applicants without consent.

Summary of personal references completed³⁹

	Referee	Referee	Referee
Name			
Address			
Relationship to applicant			
Number of years known			
Interviewed: give date(s)			
Written: give date(s)			

Have other references been taken up, e.g. ex-partners, adult children? Give details below.

	Referee	Referee	Referee
Name			
Address			
Relationship to applicant			
Number of years known			
Interviewed: give date(s)			
Written: give date(s)			
Reference in relation to which applicant			

STRICTLY CONFIDENTIAL – This section includes third party information which must not be shared with the applicants without consent.

Summary and evaluation of information from each referee⁴⁰

Name of referee

Relationship to applicant

Date of contact and/or visits

Name and status of person completing this report

Summary of key information from written reference and referee visit

Social worker's analysis and weight given to reference⁴¹

Name of referee

Relationship to applicant

Date of contact and/or visits

Name and status of person completing this report

Summary of key information from written reference and referee visit

Social worker's analysis and weight given to reference

Name of referee

Relationship to applicant

Date of contact and/or visits

Name and status of person completing this report

Summary of key information from written reference and referee visit

Social worker's analysis and weight given to reference

Registration of Interest Form

Please write in BLOCK CAPITALS using a black pen.

Name of Applicant 1:

Name of Applicant 2:

I confirm that I would like to register my interest in
being assessed to adopt a child/ren with

Name of adoption agency:

Date:

Signature of Applicant 1 _____

Signature of Applicant 2 _____

The following information enables your adoption agency to work with you during Stage One of the adopter assessment process and undertake the required statutory checks. It will also be used as the basis for the assessment when Stage One is completed and you decide to progress to Stage Two. Some additional forms will be needed to be completed once your registration has been accepted to enable police and medical checks to be obtained. If you have any queries or concerns about providing the information requested here, you can contact the adoption team to discuss this. If there is not enough space to give a full answer to every question, please continue on a separate sheet of paper

Applicant 1

Applicant 2

Surname

First name/s

Other names used
(including former or
familiar names)

Date of birth and age

Place of birth

Telephone - daytime

- evening

Mobile no.

Email

Preferred method of contact

Address

Home address

Postcode

How long have you lived at this address?

Is this your permanent place of residence? Yes/ No

If not, please give details

Name of the local authority area in which you live

If you have lived in your current address for less than 10 years, please give your previous addresses for each person below:

Address	From	To

Fostering for adoption/concurrent placements

You may have received information about these routes to adoption from your adoption agency. Further information can be found at http://corambaaf.org.uk/webfm_send/3216

I would like to consider offering an FFA/concurrent placement – YES/NO

I would like more information about FFA and concurrent placement – YES/NO

Partnership status

	Applicant 1	Applicant 2
If you are married or have a registered civil partnership, give date and place of marriage/registration		
If you are living with a partner, date on which you set up a household together		
If you are separated, divorced, have dissolved a civil partnership or ended a relationship where you had set up a household together, give the date and the name of your previous partner/s		
Have you ever parented children with previous partners? If so, please give details		

Identity

	Applicant 1	Applicant 2
Sex		
Nationality		
Ethnicity		
Primary language spoken in the home		
Other language(s) spoken in the home		
Do you need any support during the assessment with language spoken, i.e. an interpreter? If yes, give details.	Yes/No	Yes/No
Religion or faith group		
Are you practising or non-practising?		
Do you consider yourself as having a disability? If yes, give details.	Yes/No	Yes/No

Who else lives in the household?

Children under 18

Surname	First name/s	Sex M/F	Date of birth	Ethnicity	Relationship to applicant(s)	Current school
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Adults (including grown-up children) living in your household

Surname	First name/s	Sex M/F	Date of birth	Ethnicity	Relationship to applicant(s)	Are they in education/employment/retired?
---------	--------------	---------	---------------	-----------	------------------------------	---

Are there other adults (not living in your household) who may have responsibility on a regular basis for the care of any child/ren placed with you?

Surname	First name/s	Sex M/F	Date of birth	Ethnicity	Relationship to applicant(s)
---------	--------------	---------	---------------	-----------	------------------------------

Do you have any children (under 18) from a current or previous partnership living elsewhere?

Surname	First name/s	Sex M/F	Date of birth	Ethnicity	Relationship to applicant(s)
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Do you have any adult children living elsewhere?

Surname	First name/s	Sex M/F	Date of birth	Ethnicity	Relationship to applicant(s)
---------	--------------	---------	---------------	-----------	------------------------------

Occupation

	Applicant 1	Applicant 2
Job title (if employed)		
Current employer, contact person and address (if any)		
Date started		
Current hours of work		
Income from occupation or profession		
Proposed hours of work following placement of child		

Have you ever worked with children or vulnerable adults? If so, please list the employers' names and addresses below.

Residence

	Applicant 1	Applicant 2
Is your main home currently in the UK?		
If not, state where your main home is		
How long have you been living in the UK?		
If you are a non-UK passport holder, state country of issue		
If you are a non-UK passport holder or European Economic Area (EEA) citizens, do you have permanent residency in the UK?		
If not, how long have you lived in the UK?		
If you are a non-UK and non-EEA citizen, do you		

have indefinite leave to remain in the UK?

Checks (complete for both applicants if applying as a couple)

Have you ever had a county court judgement made against you or have you ever been declared bankrupt?

Yes/No

If yes, please give date(s), court and brief details.

Have you been involved in any family court proceedings or in any proceedings about children and/or family?

Yes/No

If yes, give details of the date, name of court, type of order made and the name of the children concerned.

Have you previously applied to become a foster carer, adopter or childminder?

Yes/No

If yes, give details of the date, the name of the agency, their address, and the outcome.

Has any other member of your household previously applied to become a foster carer, adopter or childminder?

Yes/No

If yes, give details of the date, name of agency, address, and outcome.

Have you ever lived or worked abroad since you were aged 18 years, or have you ever served in the armed forces? If so, please give details

Health

	Applicant 1	Applicant 2
Name of your General Practitioner (GP)		
Address of your GP practice		
Telephone		
How long have you been registered with your GP?		

Referees

Please give names and addresses of three people who know you both well and over a period of time and would be prepared to be interviewed about your parenting/ caring capacity and other issues relevant to this application. Only one of these referees should be a family member.

NB Please note these are minimum requirements and the agency may require additional references where applicable.

	Referee	Referee	Referee
Name			
Address			
Relationship to you			
Number of years known			
Does this referee know you as a couple (if joint application) or just one of you – please state			

Declaration

- I certify that, to the best my knowledge and belief, the details supplied in this registration of interest are correct. I understand that the agency may seek verification of any of the facts supplied. I understand that if any of this information is found to be false or misleading, this may result in the agency deciding not to proceed to an assessment of my application to adopt.
- I confirm that I have not currently registered my interest with any other adoption agency.
- I understand that the agency may ask me to supply further information in order to make the decision to proceed to an assessment of my application.
- I understand that any information supplied by me in respect of my application to adopt may be held and/or processed in an electronic form and is subject to the relevant provisions in the Data Protection Act 1998 and other relevant statutes. I understand that any information supplied will form part of the agency's case record held in respect of my application.
- I understand that the agency will contact me within five working days of receiving my registration of interest. My availability to be contacted during this period is as follows –

Please give dates, times and contact numbers as appropriate

Consents

- I give my consent to the agency asking for information (written or verbal) from the individuals, agencies or organisations identified by me or by the agency in support of this registration of interest. I understand that any information obtained will only be used in processing my application to adopt.
- I give my consent to the agency requesting a police check from the Disclosure and Barring Service. I understand that the appropriate forms will be given to me once my registration has been accepted.
- I consent to the agency requesting a written report from my GP about my health once my registration has been accepted and I agree to arranging and taking part in a medical examination by my registered medical practitioner who will then provide a written report and to any further enquiry deemed necessary.

- (I understand that further enquiries from medical specialists may be needed, and that in future I may be asked to give specific consent to obtain further health information.)

Signature

Date

Print name

Signature

Date

Print name

Agency details - to be completed by agency)

Agency reference
number

Name of agency

Address

Postcode

Telephone

Name of team
manager

Telephone

Minicom

Fax

Email

Registration of Interest Form

To be completed online/onscreen

Name of Applicant 1::

Name of Applicant 2:

I confirm that I would like to register my interest in
being assessed to adopt a child/ren with

Name of adoption agency:

Date:

Signature of Applicant 1 _____

Signature of Applicant 2 _____

The following information enables your adoption agency to work with you during Stage One of the adopter assessment process and undertake the required statutory checks. It will also be used as the basis for the assessment when Stage One is completed and you decide to progress to Stage Two. Some additional forms will need to be completed once your registration has been accepted to enable police and medical checks to be obtained. If you have any queries or concerns about providing the information requested here, you can contact the adoption team to discuss this.

Applicant 1

Applicant 2

Surname

First name/s

Other names used
(including former or
familiar names)

Date of birth and age

Place of birth

Telephone - daytime

- evening

Mobile no.

Email

Preferred method of contact

Address

Home address

Postcode

How long have you lived at this address?

Is this your permanent place of residence? Yes/ No

If not please give details

Name of the local authority area in which
you live

If you have lived in your current address for less than 10 years, please give your previous addresses for each person below:

Address	From	To

Fostering for adoption/concurrent placements

You may have received information about these routes to adoption from your adoption agency. Further information can be found at http://corambaaf.org.uk/webfm_send/3216

I/we would like to consider offering an FFA/concurrent placement – YES/NO

I/we would like more information about FFA and concurrent placement – YES/NO

Partnership status

	Applicant 1	Applicant 2
If you are married or have a registered civil partnership, give date and place of marriage/registration		
If you are living with a partner, date on which you set up a household together		
If you are separated, divorced, have dissolved a civil partnership or ended a relationship where you had set up a household together, give the date and the name of your previous partner/s		
Have you ever parented children with previous partners? If so, please give details		

Identity

	Applicant 1	Applicant 2
Sex		
Nationality		
Ethnicity		
Primary language spoken in the home		
Other language(s) spoken in the home		
Do you need any support during the assessment with language spoken, i.e. an interpreter? If yes, give details.	Yes/No	Yes/No
Religion or faith group		
Are you practising or non-practising?		
Do you consider yourself as having a disability? If yes, give details.	Yes/No	Yes/No

Who else lives in the household?

Children under 18

Surname	First name/s	Sex M/F	Date of birth	Ethnicity	Relationship to applicant(s)	Current school

Adults (including grown-up children) living in your household

Surname	First name/s	Sex M/F	Date of birth	Ethnicity	Relationship to applicant(s)	Are they in education/employment/retired?

Are there other adults (not living in your household) who may have responsibility on a regular basis for the care of any child/ren placed with you?

Surname	First name/s	Sex M/F	Date of birth	Ethnicity	Relationship to applicant(s)

Do you have any children (under 18) from a current or previous partnership living elsewhere?

Surname	First name/s	Sex M/F	Date of birth	Ethnicity	Relationship to applicant(s)

Do you have any adult children living elsewhere?

Surname	First name/s	Sex M/F	Date of birth	Ethnicity	Relationship to applicant(s)

Occupation

	Applicant 1	Applicant 2
Job title (if employed)		
Current employer, contact person and address (if any)		
Date started		
Current hours of work		
Income from occupation or profession		
Proposed hours of work following placement of child		

Have you ever worked with children or vulnerable adults? If so, please list the employers' names and addresses below.

Residence

	Applicant 1	Applicant 2
Is your main home currently in the UK?		
If not, state where your main home is		
How long have you been living in the UK?		
If you are a non-UK passport holder, state country of issue		
If you are a non-UK passport holder or European Economic Area (EEA) citizen, do you have permanent residency in the UK?		
If not, how long have you lived in the UK?		
If you are a non-UK and non-EEA citizen, do you have indefinite leave to remain in the UK?		

Checks (complete for both applicants if applying as a couple)

Have you ever had a county court judgement made against you or have you ever been declared bankrupt?

Yes/No

If yes, please give date(s), court and brief details.

Have you been involved in any family court proceedings or in any proceedings about children and/or family?

Yes/No

If yes, give details of the date, name of court, type of order made and the name of the children concerned.

Have you previously applied to become a foster carer, adopter or childminder?

Yes/No

If yes, give details of the date, the name of the agency, their address, and the outcome.

Has any other member of your household previously applied to become a foster carer, adopter or childminder?

Yes/No

If yes, give details of the date, name of agency, address, and outcome.

Have you ever lived or worked abroad since you were aged 18 years, or have you ever served in the armed forces? If so, please give details

Health

Applicant 1

Applicant 2

Name of your General Practitioner (GP)

Address of your GP practice

Telephone

How long have you been registered with your GP?

Referees

Please give names and addresses of three people who know you both well and over a period of time and would be prepared to be interviewed about your parenting/caring capacity and other issues relevant to this application. Only one of these referees should be a family member.

NB Please note these are minimum requirements and the agency may require additional references where applicable.

Referee

Referee

Referee

Name

Address

Relationship to you

Number of years known

Does this referee know you as a couple (if joint application) or just one of you – please state

Declaration

- I certify that, to the best my knowledge and belief, the details supplied in this registration of interest are correct. I understand that the agency may seek verification of any of the facts supplied. I understand that if any of this information is found to be false or misleading, this may result in the agency deciding not to proceed to an assessment of my application to adopt.
- I confirm that I have not currently registered my interest with any other adoption agency.
- I understand that the agency may ask me to supply further information in order to make the decision to proceed to an assessment of my application.
- I understand that any information supplied by me in respect of my application to adopt may be held and/or processed in an electronic form and is subject to the relevant provisions in the Data Protection Act 1998 and other relevant statutes. I understand that any information supplied will form part of the agency's case record held in respect of my application.
- I understand that the agency will contact me within five working days of receiving my registration of interest. My availability to be contacted during this period is as follows –

Please give dates, times and contact numbers as appropriate

Consents

- I give my consent to the agency asking for information (written or verbal) from the individuals, agencies or organisations identified by me or by the agency in support of this registration of interest. I understand that any information obtained will only be used in processing my application to adopt.
- I give my consent to the agency requesting a police check from the Disclosure and Barring Service. I understand that the appropriate forms will be given to me once my registration has been accepted.
- I consent to the agency requesting a written report from my GP about my health once my registration has been accepted and I agree to arranging and taking part in a medical examination by my registered medical practitioner who will then provide a written report and to any further enquiry deemed necessary. (I understand that further enquiries from medical specialists may be needed, and that in future I may be asked to give specific consent to obtain further health information.)

Signature

Date

Print name

Signature

Date

Print name

Agency details - to be completed by agency)

Agency reference
number

Name of agency

Address

Postcode

Telephone

Name of team
manager

Telephone

Minicom

Fax

Email

SAMPLE

REPORT FOR APPROVAL OF A PLACEMENT (REG 22C CARE PLANNING, PLACEMENT AND REVIEW REGULATIONS) REPORT FOR TEMPORARY APPROVAL AS A FOSTER CARER (REG 25A CARE PLANNING, PLACEMENT AND REVIEW REGULATIONS)

Details of agency completing the assessment

Name of agency			
Address			
Postcode			
Telephone		Fax	
Name of social worker		Name of team manager	
Telephone		Telephone	
Minicom		Minicom	
Fax		Fax	
Email		Email	
Date report completed			

The child

Child's name	
Child's date of birth	
Agency reference number	

The applicant/s

Name (Applicant 1)			
Name (Applicant 2)			
Agency reference number			
Home address			
Town		Postcode	

SUPPORTING INFORMATION

Information on the child and the plan for the child

The information available on the child will vary according to the circumstances of the case.

Checklist of information included as appropriate (delete as necessary):

Copy of child's care plan	Y/N
Copy of most recent LAC Review	Y/N
Copy of Child Permanence Report (CPR) (where completed)	Y/N
Copy of APR/matching report (where completed)	Y/N
Medical information/medical adviser's summary (where available)	Y/N
Other reports	Y/N If yes, give details

Additional information (if not included in above paperwork)

Current legal status and progress of any proceedings. If the child is voluntarily accommodated under section 20 and the birth parents do not agree to the placement, details of whether and when care proceedings will be commenced.
Reasons for proposing a fostering for adoption placement, including confirmation that a return to the child's birth parents is unlikely, including efforts to identify and trace the birth father if appropriate, and that there are no suitable extended family members or connected people who could provide a permanent placement for the child, and what efforts have been made to locate suitable relatives.
Wishes and feelings of the child in relation to any proposed plans (where old enough to state)
Birth parents' understanding of the proposed placement and any views expressed
Confirmation that the Independent Reviewing Officer (IRO) is aware of the plan and their views
Any views expressed by the Children's Guardian or the court on the proposed plan
Social worker's assessment of why placing the child with the proposed carer/s is the most appropriate placement for the child, and why it is in the child's best interests to be placed with them
Social worker's assessment of how the proposed placement will safeguard and promote the child's welfare and meet their needs as set out in the care plan.

Information on the prospective FFA carer

Copy of CoramBAAF Form PAR England 2016 to be attached to this report.

Date of panel recommendation
Details of any advice from the panel
Date of agency decision-maker (ADM) approval as adopter/s
Details of any advice from ADM

Additional information

NB. The CoramBAAF Form PAR England 2016 covers the required information about the suitability of prospective adopters as temporary foster carers for a specific child. Where this has not been completed, the following additional information linked to the sections of the PAR should be provided.

<p>Family background and early experience How have the applicant's early experiences contributed to their ability to offer an FFA placement? What evidence is there of resilience and an ability to manage stress and deal with uncertainty?</p>
<p>Adult life – work, health and other issues What changes will the applicant/s need to make in their employment to offer a FFA placement – what arrangements and discussions have been held and what are the anticipated changes after a child is placed?</p>
<p>Relationships and support networks What impact would a FFA placement have on any household members, including any birth or adopted children? What is their understanding of the potential placement? What support might they need?</p>
<p>What discussions have there been with the applicant's extended family and support network about the FFA placement? What are their views and what support can they offer?</p>
<p>The home, financial circumstances and lifestyle What discussions have there been about financial considerations and the applicant's eligibility for Reg 22c statutory pay and leave during the FFA placement? What financial support will the agency be providing, including fostering allowances?</p>
<p>Have the applicant/s thought about the impact on their lifestyle of the additional demands of the fostering role?</p>

Motivation and expectations of placement

What are the considerations and motivations that have led the applicant/s to consider offering a FFA placement? Have they considered the impact on them and their family of the potential loss of a child if they return to the care of their birth family, even if this is considered not to be the likely outcome of court proceedings?

Understanding of the needs of adopted children and adoptive parenting capacity

What experiences of caring for children have prepared the applicant/s to become a FFA carer?

What information have they received about the child? Do they have an understanding of any developmental and health uncertainties linked to the child's genetic heritage and their pre-birth and early experiences? Have they met the LA medical adviser?

Understanding of the role of a foster carer

What are the applicant's expectations of the fostering role? What discussions have there been about the agency's or local authority's expectations of them as a foster carer, e.g. expectations of recording, confidentiality, attending meetings, the lack of parental responsibility and delegated authority?

How will they manage the competing demands and priorities as a foster carer? How will the applicant/s work in partnership with professionals? Have they thought about the impact on them of the additional scrutiny of professionals and expectations of them through the fostering period?

How will the applicant/s manage the expectations of them in supporting contact and working with the child's birth family, including any potential relative carers identified after the FFA placement begins?

Preparation and training for the fostering role

What individual or group training has been provided? What further areas of training or support have been identified for the carer/s? How will the agency ensure a tailored programme for the TDS standards which is appropriate to their fostering role in respect of this child?

Analysis of all key factors leading to the recommendation for approval as a temporary foster carer

This should identify the strengths, vulnerabilities and any areas identified for support or for the applicant's further development as a FFA carer.

Agency decision

Agreement to Placement under Regulation 22C(9B)(c)/Temporary Approval as a Foster Carer (Reg 25a)

- Having considered the supporting information in relation to the care planning for name of child, I am satisfied that placing name of child with foster carers who are also approved adopters under Regulation 22C(9B)(c) is the most appropriate placement for the child,
- I approve name of applicant/s as foster carers for a temporary period in compliance with Regulation 25A of the Care Planning, Placement and Case Review Regulations (2010).

In accordance with Regulation 25A(3), the temporary approval will be terminated when any of the following situations apply:

- the local authority terminates the placement of the child with the prospective adopter/s;
 - the prospective adopter's approval to adopt is terminated;
 - the prospective adopter/s is fully approved as a foster carer under the 2011 Regulations;
 - the prospective adopter/s gives notice to the local authority that they no longer wish to be temporarily approved as foster carer for the child;
 - the child is placed for adoption with the approved prospective adopter/s in accordance with the Adoption and Children Act 2002.
- I am satisfied that placing name of child with name of carer/s is the most appropriate placement for the child, and it is in the child's best interests to be placed with them;
- I am satisfied that the carer/s are suitable to care for name of child as a foster carer; and
- I consider that placing name of child with name of carer/s will safeguard and promote the child's welfare and meet the child's needs as set out in their care plan.

Signed	
Print name	
Position	
Date	

Notifications

Date temporary foster carers informed of decision	
Date birth mother informed of decision	
Date birth father informed of decision	

Assessment Agreement (Plan) for a Reg 30F

Assessment (Foster carer adopting/second time adopter)

This is an agreement between _____ (Name of applicant/s) and

_____ (Name of adoption agency)

This agreement sets out how we will work with you on a “fast track” assessment (Adoption Agency Regulations 30F 3 (AAR) now that you have applied to adopt a child who is already placed with you as a foster child or are applying to adopt for a second time. We want to make sure that you are able to explore what adoption will mean for you and your family at a pace which is right for you. This agreement will help us to work with you and give you information about the work that we will be doing and the things we will ask you to do. We will be completing the necessary checks on you at the same time as working on your assessment so we aim to meet the four month timescale set out in the AAR. This agreement can be reviewed at the request of either party.

Checks

- We will undertake checks with the Disclosure and Barring Service (DBS) and local authorities where you have lived; we will contact your personal references, if you are a foster carer we will request access to your fostering records held by your fostering service provider, and we will obtain a view from the agency medical adviser on your completed medicals. We may also ask you for information to take up additional checks where needed, e.g. to contact significant previous partners or any adult children or other professionals, e.g. schools involved with your child/ren.
- We will ask you to provide us with all the information we need to undertake these checks, including attending your GP for a medical examination at an early stage to try and avoid delays in obtaining the information required by our agency medical adviser to give their view. We will keep you informed of any delays we experience in obtaining the information we need to complete the required checks.

Preparation/training

- You will already have completed some relevant training as a foster carer or when you previously adopted. We have identified the following preparation/training/self-evaluation work/reading for you to complete to understand more about your role as an adoptive parent or to consider introducing another child or children into your family. All the relevant materials which will be provided for you or signposted to by the agency and dates of proposed training are set out below.

- We think it is important that you complete all the identified preparation and training at a pace which feels right for you. If you decide you wish to take longer than the four months set out for your assessment, this can be discussed and agreed with your social worker.

Details of the assessment

- It is proposed that there will be *(insert number)* of assessment sessions over the next three months. This will be the minimum requirement needed to complete the assessment. We will discuss with you any need for additional sessions which is identified during the assessment or undertaken as standard within this agency.
- There will also be additional meetings or contact arranged with *(name(s) of child/ren at home or living away from home – insert where appropriate)*

- Each session will last between 1–2.5 hours and will be held at your home or at the agency’s office as agreed below.
- The assessment will start on (*date of first assessment visit*).

Date of visit	Time and venue of visit/ meeting	Who will be involved	What areas will be covered

- It is anticipated that the date of completion of the assessment report will be (*date*)
- A second opinion visit may be undertaken if needed by another social worker or team manager following completion of the report.
- We anticipate the report will be ready to be presented to the adoption panel on (*give date and venue*)
- We will discuss with you whether we need to make contingency plans where a worker is going on extended annual leave or goes off sick for an extended period and will discuss and agree a solution with you.
- We will all agree to prioritise meetings and come prepared with agreed tasks promptly completed. If either party cannot make a planned visit, they will let people know in good time so a new date can be arranged. If you have had to cancel visits or decide you would like to take some time out from the assessment, this may require the panel date to be delayed.
- We would expect that this assessment will be completed within four months. Where there are delays on behalf of the agency, we will let you know and give you reasons for any delays verbally and in writing and take all reasonable steps to minimise the length of these delays.
- It is important that you feel you can decide that you want to take a break or slow down the process at any time if you wish to do so. Initially we would ask you to discuss this with your assessing social worker, following this up with putting your reasons in writing for our case files.

Working in partnership

- It is important during the adoption process that there is a commitment to an honest and open exchange between you and the social workers you will meet. This is an essential part of our working relationship with you. We would ask that you share full information with us and do not withhold any information about things that may influence your capacity to care for a child. If you are unsure about the impact of sharing any information then please discuss this with us.
- We will discuss any issues or concerns that may emerge from the checks with you so there is an opportunity to resolve them wherever possible. If there is information that is provided from

references or statutory checks, we will share as full information as possible, but any third party information will have to take account of data protection principles.

- If we decide we cannot proceed with the assessment as a result of information from the references or statutory checks, we will provide you with a written explanation of the reasons why and give you information about our complaints process.
- We will discuss any issues or concerns that may emerge from the assessment with you so there is an opportunity to resolve them wherever possible. If we are not recommending your approval at the end of the assessment process, you will be given information about the process for submitting representations or applying to the Independent Review Mechanism (IRM)
- You will be given contact details for the adoption team manager so you can get in touch with them at any time if you have concerns about the progress of your assessment or want to request a review of the assessment agreement.

Any other points to be covered

SIGNATURES

Signature of first applicant

Date

Print name

Signature of second applicant

Date

Print name

Signature of social worker

Signature

Date

Print name

Signature of team manager on behalf of the agency

Signature

Date

Print name

Stage One Plan (Agreement)**

This is an agreement between (Name of applicant/s) and

(Name of adoption agency)

We want to make sure that you are able to explore what adoption will mean for you and your family at a pace which is right for you. This Plan will help us to work with you and give you information about the work that we will be doing and the things we will ask you to do so we can reach a preliminary view on your suitability to adopt. At the end of Stage One, you will be able to make an informed choice about whether you wish to make a formal application to adopt and we will have the necessary information to decide whether to accept your application.

Checks

- We will undertake checks with the Disclosure and Barring Service (DBS) and local authorities where you have lived, we will contact your personal references and obtain a view from the agency medical adviser on your completed medicals. We may also ask you for information to take up additional checks where needed, e.g. to contact significant previous partners or any adult children.
- We will ask you to provide us with all the information we need to undertake these checks, including attending your GP for a medical examination. If there is a delay in you being able to provide this information, this may lead to a delay in us being able to reach a decision about whether to proceed to Stage Two.
- We will keep you informed of any delays we experience in obtaining the information we need to complete the required checks.

Preparation/training

- We have identified the following preparation/training/self-evaluation work/reading for you to complete during Stage One. All the relevant materials which will be provided for you or signposted to by the agency and dates of proposed training are set out below.

A large empty rectangular box intended for listing preparation and training materials.
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- We think it is important that you complete all the identified preparation and training at a pace which feels right for you. If you decide you wish to take longer than the two months set out for Stage One, this can be discussed and agreed with your social worker.
- We will meet with you at least once during Stage One to discuss your progress and offer you additional support where required.

Working in partnership

- It is important during this stage of the adoption process that there is a commitment to an honest and open exchange between you and the social workers you will meet. This is an essential part of our working relationship with you. We would ask that you share full information with us and do not withhold any information about things that may influence your capacity to care for a child. If you are unsure about the impact of sharing any information then please discuss this with us.
- We will discuss any issues or concerns that may emerge during Stage One with you so there is an opportunity to resolve them wherever possible. If there is information that is provided from references or statutory checks, we will share as full information as possible but any third party information will have to take account of data protection principles.
- If you decide to take a break from the adoption process during Stage One, we will discuss this with you so an agreement can be reached about how your interest will be progressed at a future point. If you decide to take a break of longer than six months, you may need to start Stage One again from the beginning.

- Once all the required information has been received and you have completed the work agreed, we will be able to give you our decision on whether you may be suitable to adopt and are able to proceed to a full assessment.
- Where we decide not to proceed to a full assessment, we will provide you with a written explanation of the reasons why and give you information about our complaints process.
- You can then take up to six months break before beginning Stage Two – we will ask you to discuss this with us so we can plan to identify an assessing social worker at the right time for you.

Any other points to be covered

SIGNATURES

Signature of first applicant

Date

Print name

Signature of second applicant

Date

Print name

Signature of social worker

Signature

Date

Print name

Signature of team manager on behalf of the agency

Signature

Date

Print name

Stage Two Assessment Plan (Agreement)**

This is an agreement between (Name of prospective adopter/s) and
(Name of adoption agency)

Now that Stage One has been successfully concluded and we have decided to proceed to working with you to complete a full assessment of your suitability to adopt, this Plan will set out what you can expect of (*give name of agency*) and what we will ask you to do during the assessment process. This Plan can be reviewed at the request of either party.

Details of the assessment

It is proposed that there will be (*insert number*) of assessment sessions over the next three months. This will be the minimum requirement needed to complete the assessment. We will discuss with you any need for additional sessions which is identified during the assessment or undertaken as standard within this agency.

There will also be additional meetings or contact arranged with (*name(s) of child/ren at home or living away from home – insert where appropriate*)

Each session will last between 1–2.5 hours and will be held at your home or at the agency's office as agreed below.

The assessment will start on (*date of first assessment visit*).

Date of visit	Time and venue of visit/meeting	Who will be involved	What areas will be covered

It is anticipated that the date of completion of the assessment report will be (*date*)

A second opinion visit may be undertaken if needed by another social worker or team manager following completion of the report.

The report will be presented to the adoption panel on (*give date and venue*)

- You will be given information about the process for submitting representations or applying to the Independent Review Mechanism (IRM)
- We will discuss with you whether we need to make contingency plans where a worker is going on extended annual leave or goes off sick for an extended period and will discuss and agree a solution with you.
- We will all agree to prioritise meetings and come prepared with agreed tasks promptly completed. If either party cannot make a planned visit, they will let people know in good time so a new date can be arranged. If you have had to cancel visits or decide you would like to take some time out from the assessment, this may require the panel date to be delayed.
- We would expect that this assessment will be completed within four months. Where there are delays on behalf of the agency we will let you know and give you reasons for any delays verbally and in writing and take all reasonable steps to minimise the length of these delays.
- It is important that you feel you can decide that you want to take a break or slow down the process at any time if you wish to do so. Initially we would ask you to discuss this with your assessing social worker, following this up with putting your reasons in writing for our case files.

Training

The following training/preparation which is offered by the agency has been identified as helpful to you and we would ask that you attend/complete during Stage One of the assessment.

Working in partnership

- It is important that during the course of this assessment there is a commitment to an honest and open exchange between you and your assessing social worker. This is an essential part of the working relationship. We ask you to share full information with your assessing social worker and if you are unsure about the impact of sharing information then please raise this with your worker.
- We will discuss any issues or concerns that may emerge during the assessment so there is an opportunity to resolve them wherever possible. If there is information that is provided from references or statutory checks, we will share as full information as possible but sharing of any third party information will have to take account of data protection principles.
- You will be given contact details for the adoption team manager so you can get in touch with them at any time if you have concerns about the progress of their assessment or want to request a review of the assessment agreement.
- We ask you to agree to respect confidentiality and keep secure all information provided to you in respect of any early discussions of children during this period.

Any other points to be covered

SIGNATURES

Signature of first applicant

Date

Print name

Signature of second applicant

Date

Print name

Signature of social worker

Signature

Date

Print name

Signature of team manager on behalf of the agency

Signature

Date

Print name

Matching Plan (Agreement)**

This is an agreement between (Name of applicant/s) and
(Name of adoption agency)

Now that you have been approved as prospective adopters, this matching plan will help us to work together with you to identify and successfully match you with a child/ren. It sets what we will be doing and what we will ask you to do during this period leading up to a child being matched with you. The plan can be reviewed at the request of either party.

Ongoing training and development

- We would ask you to keep in touch with us and inform us of any changes in your circumstances
- We will provide you with information about any training and support groups we offer and maintain regular contact with you every (state frequency) whilst actively pursuing an appropriate match
- We would ask you to commit to attending any ongoing training and support workshops which we have agreed with you would be helpful in preparing you further for a child being placed with you. These will be provided by our agency/consortium as set out below:

Identifying a match

- We will discuss with you a referral to the Adoption Register if we have not been able to match you with any children from the local area after three months so you can decide whether this is something you want us to do.
- We will keep you informed and updated about any potential child/ren identified within the agency/consortium and any events such as exchange events, activity days being run in the agency/consortium/Adoption Register.
- We ask you to respect confidentiality and keep safe any information and paperwork that is shared with you relating to individual children.
- We will discuss and review your views on the children you wish to consider on an ongoing basis, recognising this may change as you learn more about the children who need adoption.
- We will give you information about matching and support opportunities such as Adoption UK and Adoption Link and other organisations/message boards which you may want to use to identify children.
- Where you become interested in child/ren who are featured externally, we ask you to inform us of any children you have expressed an interest in.
- You may decide that you need to take a break or slow down the process due to your personal circumstances and in that situation we would ask you to initially discuss this with your assessing social worker and, following this, to put this in writing for our case files.
- Once a possible “match” has been identified with a child, we will ensure you are provided with a copy of the child’s permanence report and all other relevant information. This will include all known details of the child’s background and comprehensive information about physical and mental health and

development and the implications for the future so you are able to make an informed decision to proceed.

- We will support you during the meeting with the child's social worker to discuss the proposed placement and ensure that your questions are answered and as far as possible that you receive whatever further information you need.
- We will also ensure that a copy of the adoption placement report is shared with you so that you can express your views on it before the panel meeting and support you through the panel meeting.
- If the match is agreed, we will support you during the planning for the adoption placement and ensure you receive a copy of the adoption placement plan prior to the start of introductions to the child.
- We will give you details of the agency's process for making representations or complaints. If you have any concerns or queries, please raise them with us so that any issues can be resolved at an early stage.

Any other points to be covered

Signature of first applicant

Date

Print name

Signature of second applicant

Date

Print name

Signature of social worker

Signature

Date

Print name

Signature of team manager on behalf of the agency

Signature

Date

Print name

PAR Progression Tool	Date evidenced			Analysis of information	Stage 1 Review		Stage 2 Review	
	Self-assessment	Observation	References		Strengths	Areas for development	Strengths	Areas for development
COMPETENCIES								
PERSONAL DEVELOPMENT								
Ability to appreciate effect of experiences								
Acknowledge loss and pain								
Impact of fostering/adoption								
Understanding of FFA/concurrency								
Community support								
Utilise training								
Sustain positive relationships								
Function in times of stress								
CARING FOR CHILDREN								
To provide good standard of care – accept the child as they are								
Set boundaries								
Manage behaviour								
To work with people close to the child								
Some knowledge of child development								
To promote and advocate								
PROVIDING A SAFE ENVIRONMENT								
Ensure children are safe and nurtured								
To seek help if necessary								
To have an understanding of discrimination								
To embrace difference								
To communicate effectively								
To work with organisations								

ADOPTION AS A LIFELONG PROCESS								
Ability to understand child's needs in relation to history, birth family and culture								
Right to information								
PAR Progression Tool	Date evidenced			Analysis of information	Stage 1 Review		Stage 2 Review	
	Self-assessment	Observation	References		Strengths	Areas for development	Strengths	Areas for development
An understanding that adoption is lifelong and to seek appropriate support if necessary								
Experience of children								
CRITICAL CAPACITIES								
LOSS								
The capacity to respond constructively to loss and change, including the experience of grief and pain								
DIFFERENCE								
The capacity to understand and feel positive about people who are different in terms of ethnicity, culture, language, religion, class, disability or sexual orientation								
DEPENDENCE								
The capacity to understand and respond in relationships where there are significant levels of developmental dependence								
STABILITY/COMMITMENT/LOYALTY								
The ability to create lasting relationships within a stable lifestyle, even in the face of adversity								

IDENTITY/SENSE OF CONTINUITY/PLACE IN SOCIETY								
A positive and balanced sense of “who one is” and how that is linked to identity, culture and history								
RESOLVING CONFLICT								
The ability to deal constructively with conflict								
CO-OPERATION AND OPENNESS								
The ability to deal fairly with others in a constructive manner								

SAMPLE

Adoption Preparation Stage One Self-Assessment Form

Details of agency

Agency reference
number

Name of agency

Address

Postcode

Telephone

Name of team
manager

Named Worker

Telephone

Minicom

Fax

Email

Applicant

Surname

First name/s

Date of birth

Age

About you?

Tell us about yourself
your interests, likes and
dislikes.

Describe your
personality

What are your
strengths?

How would others
describe you?

Do you have rules or
values for the way you
live your life?

Where do your values
come from? Do you have
a philosophy for life or
religious faith?

Describe your ethnicity
and cultural background
and its importance to
you

How would you describe
your current health?

When and why was your
last visit to the GP?

Tell us five words that
describe you

Family Background and Early Experiences

Please draw a detailed family tree going back one generation.

Names and DOB of parents and siblings -

SAMPLE

Family Background and Early Experiences

Describe your family background. Please include your relationship with your family members

SAMPLE

How would you describe your family cultural heritage?

Do you recall your childhood as happy or not?

Why?

How does recalling your childhood make you feel now?

How did your family celebrate significant events, traditions and holidays?

Please describe the important and significant people in your childhood.

What do you value most about your childhood

What elements of having been parented/cared for would you like to repeat as a parent?

What elements of having been parented/cared for would you not like to repeat as a parent?

What are your happiest memories of your childhood?

What are your saddest memories of your childhood?

Can you give us five words that describe your childhood

Education Experiences

Did you enjoy school or not?

What was your favourite subject?

What was your least favourite subject?

What is your happiest memory of school?

What is your saddest memory of school?

Did you get any qualifications?

Have you studied as an adult for work or pleasure?

What are your thoughts on education?

What do you see as the role of education in family life?

SAMPLE

Employment Experiences

Where have you worked since leaving school?

What is your current job and what are your future work plans or ambitions?

What was the job you enjoyed the most?

What was the job you enjoyed the least?

Have you ever been unemployed? If so, how did this impact on you? How did you spend the time?

How will you juggle the demands of home life and work?

SAMPLE

Previous Relationships

Please describe all your previous relationships

How did they end? What were the difficulties faced within them?

Did you learn anything from these?

Did you have any children in these relationships? How is this relationship managed?

Where are the children now?

How did you resolve where the children would live?

Do you still have contact with any former partners or children?

Are the children involved in this application? How?

SAMPLE

Current Relationship and Family Functioning

What is your most significant adult relationship at the moment?

Describe what you do together

How is your current relationship different from your past relationships?

What family traditions do you carry on from you or your partner's family?

What is the biggest problem that you have ever coped with as a couple or family?

How do you and/or your partner react to this?

How was the problem resolved?

What types of things make you and your family laugh?

Tell us five words that describe your family

SAMPLE

Pathway to Adoption and Adoption for you and your Family

Tell us about the experiences that you have had that led you wanting to adopt

How do you think adoption will impact on you and your wider family?

If you have children, are they aware of your plans to adopt? If so, what are their thoughts on a child joining the family through adoption?

Have you spoken to your family and friends about adopting? What are their thoughts on this?

What would the best thing be about having a child join your family?

What would be the challenges of adopting a child?

If you are considering offering a Fostering for Adoption placement (FFA), what has interested you in this and what benefits do you see for you and the child?

What do you see as the challenges of FFA?

Household Functioning and Practicalities

Describe the people who live in your home

Tell us how a visitor would describe the feeling or mood of your family and your home

Who visits your home most often?

Who do you visit most often?

Describe a typical weekday in your home

Describe a typical weekend in your home

How are decisions made within your household?

Who has the final say?

What household rules do you have?

Who do you confide in? Who are the people you could call upon for support?

In what ways would they be able to help you?

What facilities are there in your neighbourhood for children and families?

What household practicalities do you feel you need to undertake to make your home ready for a child?

What do you think the financial impact will be to your household when a child joins you?

What are your experiences of being with and caring for children?

How could you expand and strengthen these experiences before an adopted child joins your family?

EcoMap: please identify all the people who are able to support you and your family

SAMPLE

Signature

Date

Print name

SAMPLE