

Form APR – ADOPTION PLACEMENT REPORT

AAR, REGULATION 31; AA(W)R, REGULATION 32

PART 1

Name of child	
Date of birth	

Recent photograph of child

Insert photograph

Date photograph taken

Name of prospective adopter/s

Date/s of birth

Recent photograph of adopter/s

Insert photograph

Date photograph taken

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ADOPTION AGENCY DETAILS

CHILD	PROSPECTIVE ADOPTER/S
Name of agency	Name of agency
Address	Address
Telephone	Telephone
Name of social worker completing this form	Name of social worker completing this form
Telephone	Telephone
Email	Email
Is the social worker qualified under the Restriction on the Preparation of Reports Regulations 2005 to prepare this report? Yes/No (<i>delete as applicable</i>)	Is the social worker qualified under the Restriction on the Preparation of Reports Regulations 2005 to prepare this report? Yes/No (<i>delete as applicable</i>)
If no, identify below the person who is qualified and has supervised preparation of this report	If no, identify below the person who is qualified and has supervised the preparation of this report
Name	Name
Telephone	Telephone
Email	Email
Name of team manager	Name of team manager
Telephone	Telephone
Email	Email

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Brief up to date profile of the child (This could be taken from the CPR or CAR or application to register) To include description of the child and their personality

Date of “Should be placed for adoption” decision by agency decision-maker

Date of placement order or signed consent (please specify)

Date of referral to Adoption Register

Names of any sibling/s to be placed with this child. (A separate APR should be used for each child)

Surname	First names	Date of birth
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Brief summary of family finding for child (To be completed by the social worker responsible for family finding) Include where relevant details of in-house family-finding activity, links explored through local consortia or VAAs, any advertising and attendance at Exchange Days or Adoption Activity Days. Give brief, non-identifying details of any potential families identified, action taken and outcome:

Timescale: Has the match been identified in line with scorecard indicator A2? If not, explain reasons for delay.

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Brief up to date profile of prospective adopter/s (This could be taken from the PAR or application to the Adoption Register) **In addition, include any changes in the prospective adopter's circumstances, and further work/training completed by the prospective adopter/s since the original approval if not provided as an update to the PAR. This information may be used to evidence changes in originally stated preferences or to address the panel or agency decision-maker advice given at the time of approval. Give details of any family finding activity by the adopters or the agency, any children considered and the outcomes prior to this match being considered.**

Full names of child/ren

Date of birth

Name and details of anyone else in the household, including relationship to prospective adopter/s

Details of any pet in the household

Date of approval

SAMPLE

MATCHING GRID AAR, REGULATION 31, AA(W)R, REGULATION 32

Areas considered in matching	Description of child's identified needs	Any current support being provided to meet this need	Prospective adopter's potential to meet the child's needs	Are future support needs identified and included in the adoption support plan?
Health , including mental health and disability				YES/NO
Education				YES/NO
Emotional and behavioural development				YES/NO
Identity including ethnicity, religion, culture and language and gender identity and sexual orientation if relevant				YES/NO
Family and social relationships				YES/NO
Social presentation , inc interests and hobbies				YES/NO
Self-care skills				YES/NO
Communication				YES/NO
Consent of child and birth parents' views				
Potential vulnerabilities/ risks to placement , e.g. geography, and how these will be addressed				

MATCHING GRID AAR, REGULATION 31, AA(W)R, REGULATION 32

<p>Any other information the agency considers relevant</p>	
<p>Decision to proceed with match – to include date of decision, who made the decision and if this was as a result of a meeting, who was present.</p>	
<p>Agency recommendation – strengths and reasons for proposing the match</p>	

SAMPLE

THE CHILD

HEALTH (to include any special needs which a disabled child may have)				
Support needs of child and adopters	Services identified to meet the needs	Name of person/ agency responsible for providing the service	Timescale for delivery of service	Planned outcome and review arrangements
EDUCATION				
Support needs of child and adopter/s	Services to be provided	Person/ agency responsible	Frequency, duration and starting date	Planned outcome and plans for review
EMOTIONAL AND BEHAVIOURAL DEVELOPMENT				
Support needs of child and adopter/s	Services to be provided	Person/ agency responsible	Frequency, duration and starting date	Planned outcome and plans for review
IDENTITY				
Support needs of child and adopters	Services to be provided	Person/ agency responsible	Frequency, duration and starting date	Planned outcome and plans for review

FAMILY AND SOCIAL RELATIONSHIPS				
Support needs of child and adopter/s	Services to be provided	Person/ agency responsible	Frequency, duration and starting date	Planned outcome and plans for review
SOCIAL PRESENTATION				
Support needs of child and adopters	Services to be provided	Person/ agency responsible	Frequency, duration and starting date	Planned outcome and plans for review
SELF-CARE SKILLS				
Support needs of child and adopter/s	Services to be provided	Person/ agency responsible	Frequency, duration and starting date	Planned outcome and plans for review
CONTACT (arrangements planned after placement)				
Name of person and relationship to child	Type of contact (e.g. letter box, face-to-face)	Frequency, duration, venue and starting date	Support to contact – including travel costs, supervision	Purpose of this contact

THE ADOPTIVE FAMILY

Areas to include: point of contact for long-term advice and information, financial, practical, counselling, training and group meetings, newsletter and socials, etc. If the support is financial, please state the purpose, how funding will be sourced and, if already agreed, by whom.

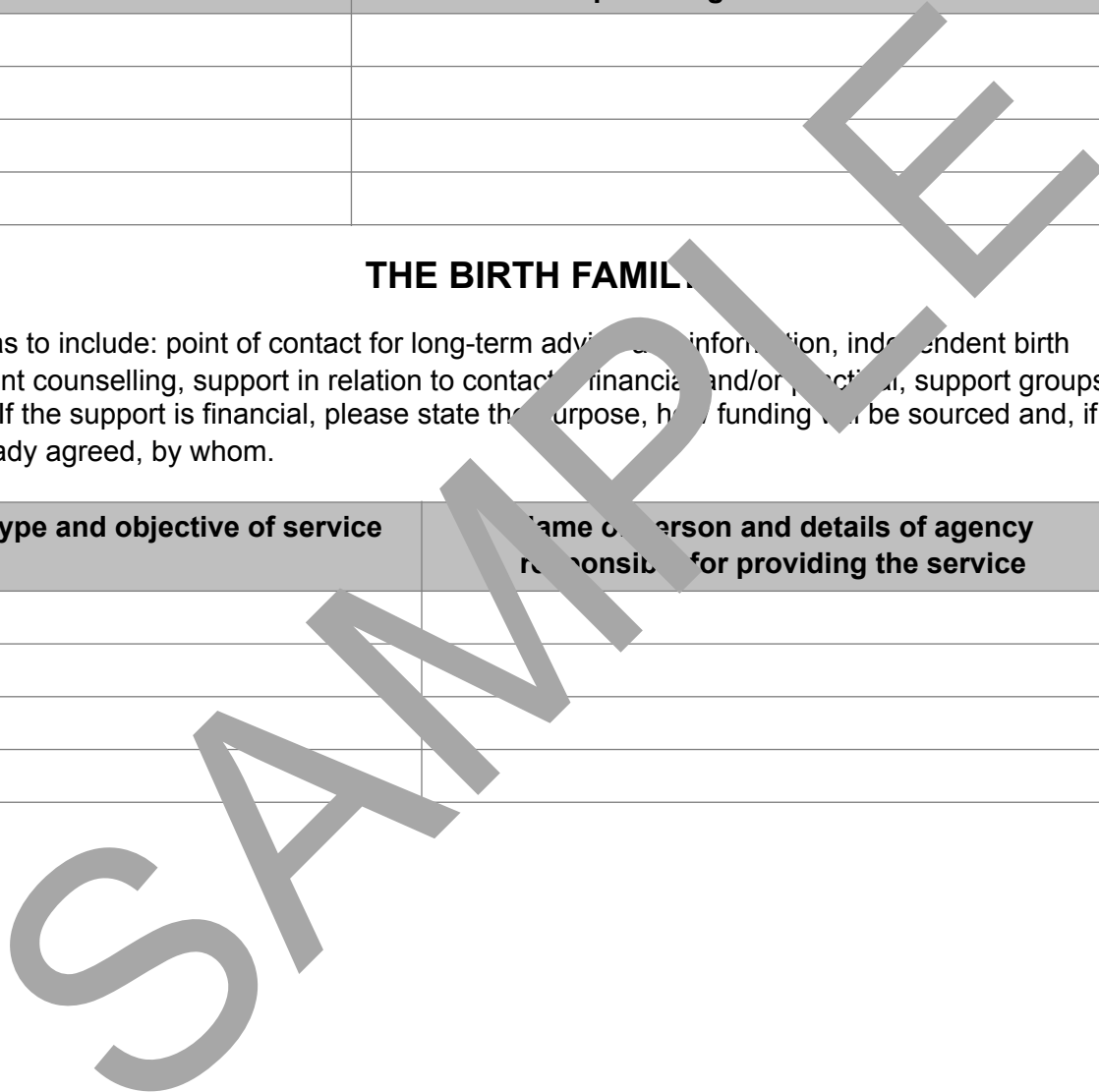
CORE ADOPTION SERVICES

Type and objective of service	Name of person and details of agency responsible for providing the service

THE BIRTH FAMILY

Areas to include: point of contact for long-term advice and information, independent birth parent counselling, support in relation to contact, financial and/or practical, support groups, etc. If the support is financial, please state the purpose, how funding will be sourced and, if already agreed, by whom.

Type and objective of service	Name of person and details of agency responsible for providing the service



PARENTAL RESPONSIBILITY CHECKLIST

AAR, REGULATION 31; AA(W)R, REGULATION 32

Issues to consider	Details	Delegated to adopter/s	Retained by local authority	Retained by birth parents
Health				
Behaviour management				
Education and day care				
Religion				
Holidays and social				
Identity				
Contact				
Other issues				

Date completed/updated -

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PROSPECTIVE ADOPTER'S VIEWS

To be completed by the prospective adopter/s themselves or in conjunction with the adoption social worker

Why do you believe you can provide an adoptive home for this child? (You may talk about your experiences, circumstances, strengths and resources that are particularly relevant in relation to this proposed placement)

What are your views on the benefits of the agency's proposed contact arrangements for the child and what do you see as the challenges? Would you be prepared to meet the birth parents if appropriate?

What particular challenges do you think you may face in the future and what support do you feel you will need? Please comment on the agency's proposed adoption support plan and whether this will provide the necessary support.

Please comment on the parental responsibility you will acquire when the child is placed with you and any restrictions the agency are proposing to place on this.

Do you have all the information you need about the child? Is there any further information you would like?

Have you received a copy of the agency's privacy notice explaining how your personal data will be kept and shared? Yes/No

Date:

SIGNATURES

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Child's social worker	
Signed	
Date	

Team manager	
Signed	
Date	

Adoption social worker	
Signed	
Date	

Adoption team manager	
Signed	
Date	

Prospective adopter	
Signed	
Date	

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Prospective adopter	
Signed	
Date	

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The CoramBAAF Adoption Placement Report 2015 has been updated to include:

- a matching matrix (which can also be used as part of the family-finding and matching process); 2) full details of family-finding efforts; 3) the proposed provision of adoption support; and 4) delegation of parental responsibility. The adoption support plan and PR checklist can also then be updated and used as part of the Adoption Placement Plan (APP) and Adoption Reviews held post-placement

Information for the matching matrix on the child and their needs can be sourced from the following sections of the Child Permanence Report (CPR) 2014 taking account of the Guidance Notes to the CPR. This information should be updated as needed for the APR. (In Wales the relevant sections of the Child's Adoption Report should be used – these are not numbered)

- Section 9 – Descriptive and evaluative report on the child; Section 10 – Health; Section 11 – Education; Section 14 – Child's wishes and feelings; Section 28 – Contact; Sections 30 & 31 – Birth parents' views

Chapter 4 of Adoption Statutory Guidance looks at matching and proposing a placement. Regulation 31 (England) and 30 (Wales) sets out the actions that the adoption agency must take when it is considering placing a child with particular prospective adopters. This includes:

1. providing the prospective adopter/s with a copy of the Child's Permanence Report/Child's Adoption Report and any other relevant information;
2. meeting with the prospective adopter/s to discuss the proposed placement; (NMS13.6)
3. ascertaining the views of the prospective adopter/s about the placement and any proposed contact arrangements; and
4. providing counselling and any further information to the prospective adopter/s.

The Adoption Placement Report (APR) is specified in Regulation 31(2)(d); a written report (wales) is specified in Regulation 32(3)(d).

The APR must be given to the prospective adopter/s along with the date of the proposed placement being heard at the adoption panel. They should be invited to submit any observations they have on the report to the agency within 10 working days of the date of the notification. At the end of the 10 working days or earlier, the agency must send the following reports to the adoption panel:

1. the Adoption Placement Report (APR)
2. the Child's Permanence Report (CPR) or Child's Adoption Report (CAR).
3. the Prospective Adopter's Report (PAR) and their observations.
4. Where there has been an annual review of the adopter's approval prior to the match, this information should also be included.

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Checklist for the Adoption Placement Report

The Adoption Placement Report includes the following sections:

Up-to-date photographs of the child and the prospective adopter/s	
Adoption agency details	
Profile of the child	
Report on family finding for the child	
Profile of the adopter/s and family finding activity	
Matching grid (can also be used for the matching process)	
Agency recommendation	
Adoption support plan (also for use with APP)	
Parental responsibility checklist (also for use with APP)	
Views of prospective adopter/s	
Signatures	
Notes and guidance	Guidance

SAMPLE

AAR, REGULATION 31; AA(W)R, REGULATION 32 MATCHING GRID

This should be completed by the child's social worker in conjunction with the adoption social worker.

Section 12 of the CPR or Section B, Part 1 of the CAR identifies the social worker's analysis of the child's needs and the implications for their future placement. The matching grid enables the social worker to explore the prospective adopter's potential to meet the child's identified needs and also where they may need support in some areas.

The areas for matching are linked to those identified in the support plan and are not set out in any order of preference/relevance, as this will be different for each child.

Agencies should highlight the areas which were **key** in determining the most suitable match for this child. Where prospective adopters do not meet all aspects of the criteria, attention should be paid to what support will then be offered and details about this provided in the support plan.

ADOPTION SUPPORT PLAN

This form should be completed by the child's social worker in conjunction with the prospective adopter's social worker.

The support needs of the child can be sourced from the **Matching grid (APR)**. If financial support is required, e.g. for therapeutic work, please state the purpose, how funding will be sourced and, if already agreed, by whom.

This support plan will need to be updated in the Placement Plan with any advice from the Adoption Panel or agency decision-maker and at subsequent reviews prior to the adoption order being made.

PARENTAL RESPONSIBILITY CHECKLIST

When a child is placed in adoption, the local authority can share parental responsibility with prospective adopters from the start of the placement. The extent to which parental responsibility can be exercised is at the discretion of the local authority and will be addressed at the following stages:

- The agency must consider the delegation of parental responsibility during planning for the placement, seeking the views of the prospective adopter/s, the child (if of sufficient age) and the birth parents and include this information in the **Adoption Placement Report**.
- The local authority must take account of any advice given by the panel and then consider this again in the adoption placement planning meeting and include details in the **Adoption Placement Plan**.

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- The delegation of parental responsibility should then be kept under review by the Independent Reviewing Officer at each review held until the adoption order is made.

Once the adoption agency has authority to place a child for adoption, either with parental consent or with a placement order, it should be made clear to all parties what areas of parental responsibility they are able to exercise.

The agency should ensure that it has recorded any views expressed by the birth parents or guardian about the exercise of parental responsibility, particularly in respect of questions of the child's religious upbringing or consent to serious or invasive forms of medical treatment. Birth parents should be informed in writing of how they may exercise their restricted parental responsibility until the child is placed for adoption, and notified of any changes. For many birth parents, this may mean that they are kept informed about certain key events until the child is adopted.

Statutory guidance suggests that there should be 'a gradual "shift of power" so that the prospective adopter comes to have a greater degree of autonomy as the placement progresses, and their confidence and parenting skills develop'.

The checklist below can be used to identify the areas where prospective adopters can exercise parental responsibility and will provide a written record of what has been agreed.

Agencies may also wish to add areas specific to their own policy or procedures. ACA 25(3-4).

SAMPLE

Form APR – NOTES and GUIDANCE

AAR, REGULATION 31,

Areas to cover in PR form

<p>Health Register the child with GP, dentist and optician Consent for medical treatment, including planned operations that require anaesthetic Decisions in relation to any prophylactic treatment, including immunisations Decisions in relation to routine dental or optical treatment Decisions in relation to involvement in counselling or therapeutic services Agreement to school medical appointments and routine developmental checks</p>
<p>Managing behaviour Agreement to provide appropriate strategies/interventions in line with local authority policy guidelines, NMS and legislation</p>
<p>Education and day care Choice and timing of the child attending any type of pre-school/nursery provision Choice of school and any subsequent decision to change school Decision re: timing of start of new school, attendance at school – part-time/full time/phased introduction Decision in relation to year group that the child should attend Liaison with school/attendance at parents' meetings/receipt of school reports Decision to appeal allocation of school place Decision to appeal or advocate for a child for special education provision Agreement to the child taking part in out-of-school activities, i.e. educational trips/holidays with the school in the UK Agreement to the child taking part in educational trips/holidays abroad (over 28 days requires agreement from the court)</p>
<p>Religion Involvement of the child in regular religious activities Baptism or confirmation of the child in a particular faith Circumcision of the child</p>
<p>Holidays and social care Application for passport Agreement to take the child out of the country for more than 28 days Agreement to take the child away for longer than a weekend for holidays/visits, etc. Agreement to leave the child in the care of another adult for more than 24 hours (no DBS) Agreement to leave the child in the care of another responsible adult (with DBS) on a regular basis Agreement to the child taking part in adventure activities that require parental consent</p>
<p>Identity Decision to change the child's forename Decision to change the child's family name/surname before the adoption order</p>

Form APR – NOTES and GUIDANCE

AAR, REGULATION 31,

Contact

Assist and promote agreed contact with the birth family
Changing agreed contact arrangements with the birth family
Making contact arrangements with previous foster carers
Other – please specify

Any other issues

SAMPLE