

Connected Person/Family and Friends Report (Form C) England (2017)

FRONT SHEET

Subject children ⁽¹⁾ <i>(full names and dates of birth)</i>		

Applicant/s	

Local authority	
Address	
Case reference number	

Court	
Case reference number	
Details ⁽²⁾	

Name of author	
Position	
Qualifications and experience ⁽³⁾	
Parts of report completed	

Name of author	
Position	
Qualifications and experience ⁽³⁾	

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Parts of report completed	
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Family tree ⁽⁴⁾

Brief summary and recommendation ⁽⁵⁾

Signed	
Name	
Position	
Date	

Signed	
Name	
Position	
Date	

SECTION A – THE CHILD ⁽¹⁾

A1. PERSONAL DETAILS

Child

Family name			
Forename/s			
Other names used			
Date of birth		Age	
Place of birth			
Sex			
Ethnicity ⁽²⁾			
Nationality			
Name of mother			
Name of father			

A2. BECOMING LOOKED AFTER

Why did the child become looked after, including details of any harm suffered?
Why is the child unable to live with a birth parent currently?
What are the identified risks to the child including risks posed by their parents, relatives or others? What is required from the carer to keep them safe?
Has a family group conference been organised? If so, provide details, including outcome. If not, explain why. ⁽³⁾

A3. PLACEMENT AND LEGAL STATUS

Name of current carer	
Relationship to child	
Current address	
Local authority area	
Date child moved in	
Date child became looked after (this episode)	
Legal status <i>Include details of any order made by a court, including dates and name of court.</i>	

Placement history/chronology of care ⁽⁴⁾		
Date from	Date to	Placement details

A4. DESCRIPTION AND CURRENT/ LIKELY FUTURE NEEDS

Child 1

<p>Description and personality <i>Special guardianship regulations require a description of the child including his or her personality, interests, likes and dislikes, and also require a photograph of the child.</i></p>

<p>Identity <i>Special guardianship regulations require information about the child's ethnic origin, cultural and linguistic background, religious persuasion (including details of baptism, confirmation or equivalent ceremonies) and nationality/immigration status.</i></p>

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Health

Special guardianship regulations require a description of the child's health history, current health needs (including any treatment the child is currently receiving), and likely future health needs. Regulations also require a summary prepared by the medical professional who has provided this information.

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Education

Special guardianship regulations require names and addresses of all school placements, including playgroup and nursery provision with dates, the child's educational attainments, and whether the child has a statement of needs under the Education Act 1996. [Describe the child's progress and educational needs at school, and what is required to meet these needs, now and into the future.]

Date from	Date to	Provider and address	Educational attainments

Emotional and behavioural development

Special guardianship regulations require a description of the child's social, emotional and behavioural development. [Include information about the child's social presentation and self-care skills, and what is required to meet these emotional and behavioural needs, now and into the future.]

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A5. CONTACT ARRANGEMENTS

Current and proposed contact arrangements:

Birth mother	
Birth father	
Sibling 1	
Sibling 2	
Sibling 3	

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Maternal grandmother	
Maternal grandfather	
Paternal grandmother	
Paternal grandfather	
Other significant people	

A6. WISHES AND FEELINGS

What are the child's wishes and feelings in relation to any proposed plans, including plans for contact, and in relation to his or her religious and cultural upbringing?	
Most recent date(s) on which the child's wishes and feelings were ascertained:	

Signed	
Name	
Position	
Date	

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SECTION B – BIRTH FAMILY ⁽¹⁾

B1. BIRTH MOTHER

Family name		
Forename/s		
Other names used		
Date of birth		Age
Place of birth		
Ethnicity ⁽²⁾		
Nationality		
Current address		
Date address was confirmed		
Local authority area		
Name of current partner		

<p>Description and personality <i>Special guardianship regulations require a description of the mother including her personality and interests, and also require a photograph of the mother if available.</i></p>

<p>Identity <i>Special guardianship regulations require information about the mother's ethnic origin, cultural and linguistic background, religious persuasion, and nationality/immigration status.</i></p>

<p>Health ⁽³⁾ <i>Special guardianship regulations require a description of the birth mother's health history, including details of any serious physical or mental illness, any hereditary disease, disorder or disability.</i></p>

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Education and employment

Special guardianship regulations require a description of the birth mother's educational and employment history.

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Relationship with child

Special guardianship regulations require a description of the birth mother's historical and current relationship with the child.

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Wishes and feelings

Special guardianship regulations require a description of the birth mother's wishes and feelings in relation to the proposed plan, including the plan for contact, and in relation to the child's religious and cultural upbringing.

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Most recent date(s) on which birth mother's wishes and feelings were ascertained:

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Proposed contact plan (with reasons) ⁽⁴⁾

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B2. BIRTH FATHER

Family name			
Forename/s			
Other names used			
Date of birth		Age	
Place of birth			
Ethnicity ⁽²⁾			
Nationality			
Holds parental responsibility?	Yes/No		
Current address			
Date address was confirmed			
Local authority area			
Name of current partner			

Description and personality

Special guardianship regulations require a description of the father including his personality and interests, and also require a photograph of the father if available.

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Identity

Special guardianship regulations require information about the father's ethnic origin, cultural and linguistic background, religious persuasion, and nationality/immigration status.

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Health ⁽³⁾

Special guardianship regulations require a description of the birth father's health history including details of any serious physical or mental illness, any hereditary disease, disorder or disability.

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Education and employment

Special guardianship regulations require a description of the birth father's educational and employment history.

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Relationship with child

Special guardianship regulations require a description of the birth father's historical and current relationship with the child.

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Wishes and feelings

Special guardianship regulations require a description of the birth father's wishes and feelings in relation to the proposed plan, including the plan for contact, and in relation to the child's religious and cultural upbringing.

--

Most recent date(s) on which the birth father's wishes and feelings were ascertained:

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Proposed contact plan (with reasons) ⁽⁴⁾

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If birth father's whereabouts are not known

Special guardianship regulations require that where the identity or whereabouts of the father are not known, details are provided about steps that have been taken to locate him, steps that have been taken to get information about him and from whom, and the steps that have been taken to establish paternity.

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B3. BIRTH PARENTS' RELATIONSHIPS

Relationship with each other

Special guardianship regulations require a description of the past and present relationship between the birth parents, whether the parents were married to each other at the time of the child's birth or have subsequently married, and whether they are divorced or separated.

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Parental responsibility

Special guardianship regulations require that if the parents are not married, information be provided about whether the father has parental responsibility, and if so, how this was acquired.

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Other partners

Special guardianship regulations require information be provided about whether either parent has been previously, or is currently, married or civilly partnered to another person, including details of any current partner relationships.

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B4. SIBLINGS (who are not part of this assessment)

Sibling 1

Family name		
Forename/s		
Other names used		
Date of birth	Age	
Place of birth		
Sex		
Ethnicity		
Nationality		
Name of mother		
Name of father		
Name of current carer		
Current address		

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Date address was confirmed	
Local authority area	
Legal status <i>Include details of any order made by a court, including dates and name of court.</i>	
Sibling's wishes and feelings, if known <i>and the date they were last ascertained</i>	
Proposed contact plan (with reasons) ⁽⁴⁾	

B5. OTHER SIGNIFICANT PEOPLE

If there are other people who are identified as significant to the child, or who could potentially be significant to the child, please list them here providing any brief and relevant information about them. Set out their wishes and feelings, and the date they were last ascertained. Do not include anyone being assessed as a connected person in section C or members of their household. If there is any other person who holds parental responsibility for the child, provide details of how this was acquired, including dates. Set out any proposed contact plans for these people with reasons. ⁽⁴⁾

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Signed	
Name	
Position	
Date	

SECTION C – APPLICANTS

C1. PERSONAL AND FAMILY DETAILS ⁽¹⁾

Applicant 1

Family name			
Forename/s			
Other names used			
Date of birth		Age	
Place of birth			
Sex ⁽²⁾			
Ethnicity ⁽³⁾			
Nationality			
Relationship to child			

Applicant 2

Family name			
Forenames			
Other names used			
Date of birth		Age	
Place of birth			
Sex ⁽²⁾			
Ethnicity ⁽³⁾			
Nationality			
Relationship to child			
Address ⁽⁴⁾			

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Length of time at this address	
Local authority area	

Children under 18 living in the household

Family name	Forename/s	Sex	Date of birth	Age	Relationship to applicant/s

Adults living in the household

Family name	Forename/s	Sex	Date of birth	Age	Relationship to applicant/s

Children under 18 from current or previous relationship living elsewhere ⁽⁵⁾

Family name	Forename/s	Sex	Date of birth	Age	Relationship to applicant/s

Adult children living elsewhere ⁽⁶⁾

Family name	Forename/s	Sex	Date of birth	Age	Relationship to applicant/s

C2. DESCRIPTIVE INFORMATION

Applicant 1

Description and personality ⁽⁷⁾

[Not required for Regulation 24]. Special guardianship regulations require a description of the applicant including his or her personality and interests, how he or she relates to other adults, and a photograph. Fostering regulations require details of personality (but no photograph), and information about leisure activities and interests.

Identity ⁽⁸⁾

[Not required for Regulation 24]. Special guardianship regulations require information about the applicant's ethnic origin, cultural and linguistic background, religious persuasion, and nationality/immigration status. Regulations also require information about whether the applicant is willing to follow the any wishes of the child or parent in respect of the child's religious and cultural upbringing, and how they will meet the identity needs of the child. Fostering regulations require information about religious persuasion, racial origin, cultural and linguistic background, and capacity to care for the named child in relation to their identity needs.

Family history ⁽⁹⁾

Regulation 24 requires information about family history, including a chronology of significant life events. Information is also required about relationships with parents and siblings, and their relationship with each other, and relationships with other relatives. It also asks about the strengths and difficulties of their parents or caregivers. Special guardianship regulations require a family history summarising the applicant's experience of being parented, and information about their relationships with parents and siblings. The regulations also require the ages of parents and siblings (or their ages at death). Fostering regulations require the assessing service to obtain any other information they consider relevant, and this should include family history.

Education and employment ⁽¹⁰⁾

Regulation 24 requires information about educational achievement and any specific learning difficulty or disability. It also asks about past and present employment and other sources of income. Special guardianship regulations require a description of the applicant's educational and employment history. [Include information about the applicant's current occupation including hours of work, and any proposed changes to this.] Fostering regulations require information about past and present employment or occupation.

Previous relationships ⁽¹¹⁾

[Not required for Regulation 24]. Special guardianship regulations require details including dates and names of any previous marriage, civil partnership, or significant relationship. Fostering regulations require details of any previous marriage, civil partnership or similar relationship.

Applicant 2

Description and personality ⁽⁷⁾

[Not required for Regulation 24]. Special guardianship regulations require a description of the applicant including his or her personality and interests, how he or she relates to other adults, and a photograph. Fostering regulations require details of personality (but no photograph), and information about leisure activities and interests.

Identity ⁽⁸⁾

[Not required for Regulation 24]. Special guardianship regulations require information about the applicant's ethnic origin, cultural and linguistic background, religious persuasion, and nationality/immigration status. Regulations also require information about whether the applicant is willing to follow any wishes of the child or parent in respect of the child's religious and cultural upbringing, and how they will meet the identity needs of the child. Fostering regulations require information about religious persuasion, racial origin, cultural and linguistic background, and capacity to care for the named child in relation to their identity needs.

Family history ⁽⁹⁾

Regulation 24 requires information about family history, including a chronology of significant life events. Information is also required about relationships with parents and siblings, and their relationship with each other, and relationships with other relatives. It also asks about the strengths and difficulties of their parents or caregivers. Special guardianship regulations require a family history summarising the applicant's experience of being parented, and information about their relationships with parents and siblings. The regulations also require the ages of parents and siblings (or their ages at death). Fostering regulations require the assessing service to obtain any other information they consider relevant, and this should include family history.

Education and employment ⁽¹⁰⁾

Regulation 24 requires information about educational achievement and any specific learning difficulty or disability. It also asks about past and present employment and other sources of income. Special guardianship regulations require a description of the applicant's educational and employment history. [Include information about the applicant's current occupation including hours of work, and any proposed changes to this.] Fostering regulations require information about past and present employment or occupation.

Previous relationships ⁽¹¹⁾

[Not required for Regulation 24]. Special guardianship regulations require details including dates and names of any previous marriage, civil partnership, or significant relationship. Fostering regulations require details of any previous marriage, civil partnership, or similar relationship.

C3. RELATIONSHIPS AND NETWORK

Couple relationship ⁽¹²⁾

Regulation 24 requires information about the current relationship including any history of domestic violence. Special guardianship regulations require information about whether the applicant is married or in a civil partnership, including dates and places of the marriage or civil partnership. The regulations also require details of any current couple relationship, including the date they set up a household together, the nature of the relationship, and an assessment regarding the stability of that relationship. If an applicant in a couple is applying alone for a special guardianship order, then the reasons for this must be provided. Fostering regulations require details of any current marriage, civil partnership, or similar relationship.

Household ⁽¹³⁾

Regulation 24 requires the applicant to provide a stable family environment and asks about the nature of relationships between all household members, including relationships with the child, birth parents, and any current or historical domestic violence. Statutory guidance notes that the assessment should include the child's wishes and feelings, the views of other young people in the household, and their history and lifestyle. Special guardianship regulations require details of other household members, including a description of their current relationship with the child, an assessment of the likely future relationship, and setting out and taking into account the views they have expressed. Fostering regulations require the particulars of adult and children household members, and statutory guidance emphasises the importance of existing family relationships.

Wider family and support network ⁽¹⁴⁾

Regulation 24 requires information about the relationship between the child and other relevant adults who are not members of the household. Special guardianship regulations require a description of the current relationship between the child and wider family and an assessment of the likely future relationship, setting out and taking into account the views they have expressed. Fostering regulations require the assessing service to obtain any other information they consider relevant. [This section should also include information about the support available to the applicants, even if this is from adults who do not have a relationship with the child.]

C4. PARENTING CAPACITY

Experience of caring for children ⁽¹⁵⁾

Regulation 24 requires an assessment of the applicant's capacity to care for children. Special guardianship regulations require a description of the applicant's experience of caring for children, and how they relate to children. Fostering regulations require information about previous experience of caring for their own and other children.

Applicant's relationship with child ⁽¹⁶⁾

Regulation 24 requires an assessment of the nature and quality of any existing relationship between the applicant and the child. Statutory guidance notes that the child's wishes and feelings must be ascertained. Special guardianship regulations require a description of the applicant's past relationship with the child, current relationship with the child, and an assessment of the likely future relationship, taking into account any hopes and expectations the applicant has for the child's future. This should include the applicant's motivation for caring for the child and whether they have discussed this with the child. Fostering regulations require the assessing service to obtain any other information they consider relevant, and statutory guidance suggests that in family and friends care, existing family relationships require specific consideration.

Ability to meet the needs of the child ⁽¹⁷⁾

Regulation 24 requires an assessment of the applicant's ability to meet the child's needs, including physical and health needs, promote their learning and development, and protect them from harm and danger, including from any person who presents a risk to them. Special guardianship regulations require an assessment of the applicant's ability to meet the needs of the child, and their suitability to bring up the child to the age of eighteen. It is necessary to consider current and likely future needs, including any needs arising from harm that the child might have suffered. Fostering regulations require information about skills, competence and potential relevant to their capacity to care effectively for a child placed with them. [The information in this section should relate to the information about the child contained in section A.]

Ensuring safety
Health and basic care
Education and leisure
Emotional and behavioural development

Contact and family relationships ⁽¹⁸⁾

Regulation 24 requires an assessment of the applicant's ability to promote contact with parents and others where appropriate, but also to protect the child from any risks. Statutory guidance notes that the views of the child's parents must be obtained before deciding about placement. Special guardianship regulations require a description of the applicant's wishes and feelings in relation to contact between the child and his relatives or any other person, and how this meets the needs of the child. It must be clear how the special guardian will protect the child from any risk of current or future harm. Fostering regulations require the assessing service to obtain any other information they consider relevant, and this should include attitude to contact.

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C5. CHECKS AND REFERENCES

DBS check/criminal offences ⁽¹⁹⁾

Regulation 24 does not require a DBS check but does require information about any convictions or cautions for criminal offences. Although special guardianship regulations do not require DBS checks of applicants or household members, or information about any criminal offences, this information will be relevant to the assessment of suitability and DBS rules do allow checks to be made for this purpose. Fostering regulations require DBS checks for all adult household members.

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Local authority check ⁽²⁰⁾/previous applications to foster or adopt ⁽²³⁾
[Not required for Regulation 24]. Special guardianship regulations require details of any relevant information held by the local authority in which the applicant lives, and any information about past assessments or preparation for the applicant to be an adopter, foster carer or special guardian. Fostering regulations require a current local authority check, and information about any previous applications to foster, adopt or to register as a childcare provider, by any household member. [If information has been sought from previous local authorities then any relevant information should be set out here.]

Health ⁽²¹⁾
Regulation 24 requires information about current physical, emotional and mental health, and medical history including substance misuse, mental health, and domestic violence. Special guardianship regulations require a health history for each applicant, including details of any serious physical or mental illness, any hereditary disease, disorder or disability, including any summary prepared by the medical professional who has provided this information. Fostering regulations require details of health supported by a medical report. [Include an assessment of the implications of this health information for parenting the child.]

Home and neighbourhood ⁽²²⁾
Regulation 24 requires an assessment of the accommodation and information about how resources in the neighbourhood can support the child and applicant. Special guardianship regulations require information about the applicant's home and neighbourhood. Fostering regulations require particulars of the accommodation. [Confirm whether a home safety check has been undertaken and set out any outstanding issues. If a dog or pet assessment has been completed provide information about this.]

Income and expenditure ⁽²³⁾
[Not required for Regulation 24]. Special guardianship regulations require a summary of the applicant's income and expenditure. Fostering regulations require information about standard of living.

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Previous family court proceedings

[Not required for Regulation 24]. Special guardianship regulations require details of any previous family court proceedings involving the applicant that have not been referred to elsewhere in the report. Fostering regulations require the assessing service to obtain any other information they consider relevant, and this should include involvement in any previous family court proceedings.

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Personal references ⁽²⁴⁾

[Not required for Regulation 24]. Special guardianship regulations require reports of interviews with three personal referees. Fostering regulations require written reports of interviews with two personal references. [The written reports can be provided in this section or attached to the report.]

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Other checks and references ⁽²⁵⁾

[Not required for Regulation 24]. Special guardianship regulations prescribe what is to be covered in the report, but any other relevant information can be included here. Fostering regulations require the assessing service to obtain any other information they consider relevant. [Provide information about any other checks that have been undertaken that might include former partner checks, employer or former employer checks, school, college or nursery checks, or social media checks.]

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Signed	
Name	
Position	
Date	

SECTION D – TEMPORARY APPROVAL

D1. RECOMMENDATION

I recommend that the above applicant/s is approved as a foster carer for a temporary period not exceeding 16 weeks in compliance with Regulation 24 of the Care Planning, Placement and Case Review Regulations (2010).

In order to make this recommendation, an assessment must have been undertaken of the suitability of the applicant/s, the household and the accommodation, taking into account all the matters set out in schedule 4. The local authority must be clear that the proposed arrangements will safeguard and promote the child's welfare, and must make immediate arrangements for a full assessment of the applicant/s to be foster carers, to be completed before the temporary approval expires.

Proposed date for temporary placement to start	
Actual date temporary placement started	
Date temporary approval expires (16 weeks later)	

Wishes and feelings of birth parents and significant others

Provide information about the birth mother's and birth father's wishes and feelings in relation to the proposed plan, and the views of any other significant people as appropriate.

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Comments and additional material

Provide any comments, and if additional material is to be considered as part of this report, list the items here and attach the additional material.

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Signed	
Name	
Position	
Date	

D2. DECISION ⁽¹⁾

Decision

I approve the above applicant/s as a foster carer for a temporary period not exceeding 16 weeks in compliance with Regulation 24 of the Care Planning, Placement and Case Review Regulations (2010).

Comments

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Signed	
Name	
Position	
Date	

SAMPLE

SECTION D – SPECIAL GUARDIANSHIP

D1. RECOMMENDATIONS

Special guardianship order

Make a recommendation as to whether a special guardianship order should be made in respect of the child and, if not, whether there is a proposed alternative order.

Contact ⁽¹⁾

Make a recommendation as to what arrangements there should be for contact between the child and his relatives, and any other person.

D2. REASONS

Merits of special guardianship and other orders

Set out the merits of special guardianship and other orders that might be made, and explain how the recommendation above will best meet the long-term interests of the child.

Implications

Set out the implications of making a special guardianship order or other orders as recommended above for the child; the child's parents; the prospective special guardian and his or her family; and any other person the local authority considers relevant. Comment on the applicant's understanding of the nature and effect of special guardianship.

D3. SUPPORT SERVICES

Support services ⁽²⁾

Provide a summary of the special guardianship support services that provided by the local authority for the prospective special guardian/s, the child, or the child's parents, and the period for which these services are to be provided. If the local authority has decided not to provide support services, set out the reasons for this. This should include information about any financial provision, practical assistance, support groups, training, social work support, and assistance with managing contact.

D4. ADDITIONAL MATERIAL

Additional material

If additional material is to be considered as part of this report, list the items here and attach the additional material.

Signed	
Name	
Position	
Date	

The applicant's observations on the report ⁽³⁾

Name of applicant/s	
<p>I/We have read the report prepared on my/our suitability to be special guardians, consisting of sections A, B, C and D.</p> <p>I/We certify that, to the best of our/my knowledge and belief, the factual information contained in section C is accurate and I/we have indicated in the box below any factual corrections that need to be made.</p>	

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I/We understand that if any of this information is found to be false or misleading, this will raise concerns about my/our ability to work effectively with the local authority.

Knowing that this report will be submitted to court, I/we have the following factual corrections/observations/comments:

SAMPLE

Signature	
Date	
Signature	
Date	

SECTION D – FOSTERING

D1. TEMPORARY APPROVAL INFORMATION ⁽¹⁾

Date temporary foster placement started	
Name of person who agreed temporary approval	
Date temporary approval was agreed	
Date original temporary approval ended/due to end (16 weeks)	
Date fostering panel considered request for extension of temporary approval	
Name of person who agreed extension of temporary approval	
Date extension of temporary approval was agreed	
Date temporary approval ended/due to end (24 weeks)	
Any comments about timescales:	

D2. PREPARATION AND SUPPORT

Preparation and understanding of fostering ⁽²⁾

Provide information about any preparation courses that the applicants have attended and comment on their understanding of what it will mean to be a foster carer. Consider their ability to work with professionals and describe any areas where further training or information might be appropriate.

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Support, training and development ⁽³⁾

Provide a summary of the support services that are provided by the local authority for family and friends foster carers. This should include information about social work support, practical assistance, support groups, training, and assistance with managing contact.

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D3. BIRTH PARENTS AND SIGNIFICANT OTHERS

Wishes and feelings of birth parents and significant others

Provide information about the birth mother's and birth father's wishes and feelings in relation to the proposed plan, and the views of any other significant people as appropriate. This section should not be used for the applicant's views.

D4. SUMMARY AND ASSESSMENT

Summary

Summarise the key factors leading to the recommendation, including strengths, vulnerabilities and concerns.

Legal framework

Provide information about the most appropriate legal arrangement for the child to be cared for. If there are plans to move to a special guardianship order, set out the likely timescales. If fostering is felt to be most appropriate in the context of a care order, then explain why.

D5. ADDITIONAL MATERIAL

Additional material

If additional material is to be considered as part of this report, list the items here and attach the additional material.

D6. RECOMMENDATION

Recommendation

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This should include the terms of approval and will usually name the specific child or children. ⁽⁴⁾

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Signature (social worker)	
Name	
Date	
Signature (team manager)	
Name	
Date	

THE APPLICANT'S OBSERVATIONS ON THE REPORT ⁽⁵⁾

Name of applicant/s	
<p>I/We have read the report prepared on my/our suitability to be family and friends foster carers, consisting of sections A, C and D.</p> <p>I/We certify that, to the best of my/our knowledge and belief, the factual information contained in the report is accurate and I/we have indicated in the box below any factual corrections that need to be made.</p> <p>I/We understand that if any of this information is found to be false or misleading, this will raise concerns about my/our ability to work effectively with the local authority as foster carers.</p> <p>Knowing that this report will be submitted to a fostering panel, I/we have the following factual corrections/observations/comments:</p>	

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Signature	
Date	
Signature	
Date	

SAMPLE

SECTION E – INFORMATION CHECKLIST

VERIFICATION OF DOCUMENTS ⁽¹⁾

	Applicant 1	Applicant 2
Date birth certificate seen		
Date passport or other certification of nationality seen		
Date driving licence seen		
National Insurance number and date seen		
If the applicants are married to each other or have registered a civil partnership, date certificate seen		
If the applicant/s is divorced, or has terminated a civil partnership, date divorce or dissolution certificate/s seen		
Has the applicant/s been verified?	YES/NO	YES/NO

**ENHANCED DBS CHECKS (APPLICANT/S AND ADULT
HOUSEHOLD MEMBERS) ⁽²⁾**

Name	Date check completed
Has any relevant information been included in section C?	YES/NO

HOME LOCAL AUTHORITY ⁽³⁾

Name of home local authority	
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Date of residence in this local authority	
Name of referee and status	
Date check completed	
Has the relevant information been included in section C?	YES/NO

PREVIOUS LOCAL AUTHORITY ⁽³⁾

Name of local authority	Dates resident in this local authority	Date check completed	Name of local authority person and status
<i>Give details if any checks were not sought or not received:</i>			
Has the relevant information been included in section C?			YES/NO/NA

APPLICATIONS TO FOSTER, ADOPT OR REGISTER AS CHILDCARE PROVIDER ⁽⁴⁾

Has the applicant/s or any member of the household previously applied to be an adopter, foster carer or register as a childcare provider?	YES/NO
<i>If yes, give name and address of the agency/service, and type of application.</i>	
Has the relevant information been included in section C?	YES/NO/NA

HEALTH ⁽⁵⁾

	Applicant 1	Applicant 2
Name of GP		

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Name of GP practice		
Name of fostering service medical adviser		
Date/s of medical adviser report		
Has the relevant information been included in section C, with summary reports attached?	YES/NO	

HOME SAFETY CHECK ⁽⁶⁾

Date a home safety checklist was completed	
Has the relevant information been included in section C and/or attached to the report?	YES/NO

PETS AND ANIMALS ⁽⁷⁾

Has a dog or pet assessment been completed for all relevant animals in the home?	YES/NO/NA
Name of animal (and type)	Date of assessment
Has the relevant information been included in section C and/or attached to the report?	YES/NO/NA

COURT PROCEEDINGS

Has the applicant/s been involved in any family court proceedings or in any proceedings about children and/or family?	YES/NO
Has the relevant information been included in section C?	YES/NO/NA

HOUSEHOLD FINANCE ⁽⁸⁾

Date a financial assessment form was completed	
Has the relevant information been included in section C and/or attached to the report?	YES/NO

PERSONAL REFERENCES ⁽⁹⁾

	Referee 1
Name	
Address	
Relationship to applicant/s	
Number of years known	
Date interviewed	

	Referee 2
Name	
Address	
Relationship to applicant/s	
Number of years known	
Date interviewed	

	Referee 3
Name	
Address	
Relationship to applicant/s	

Connected Person/Family and Friends Report (Form C) England (2017)

Number of years known	
Date interviewed	

Have the reports from these interviews been included in section C and/or attached to the assessment report?	YES/NO
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SAMPLE

Connected Person/Family and Friends Report (Form C) England (2017)

FORMER PARTNER CHECKS ⁽¹⁰⁾

APPLICANT 1

Name of former partner	Date of check or reference
<i>Give details if any checks were not sought or not received:</i>	
Has the relevant information been included in section C and/or attached to the report?	YES/NO/NA

APPLICANT 2

Name of former partner	Date of check or reference
<i>Give details if any checks were not sought or not received:</i>	
Has the relevant information been included in section C and/or attached to the report?	YES/NO/NA

EMPLOYMENT OR OCCUPATION ⁽¹¹⁾

	Applicant 1	Applicant 2
Current employment or occupation (if any)		
Name and address of current employer/organisation		
Date reference was completed		

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Give details if any checks were not sought or not received:

Has the relevant information been included in section C and/or attached to the report?

YES/NO/NA

PREVIOUS EMPLOYMENT OR OCCUPATION INVOLVING CHILDREN OR VULNERABLE ADULTS ⁽¹²⁾

APPLICANT 1

Name and address of employer or organisation	Dates employed	Date of any completed reference
<i>Give details if any checks were not sought or not received:</i>		
Has the relevant information been included in section C and/or attached to the report?		YES/NO/NA

APPLICANT 2

Name and address of employer or organisation	Dates employed	Date of any completed reference
<i>Give details if any checks were not sought or not received:</i>		
Has the relevant information been included in section C and/or attached to the report?		YES/NO/NA

Connected Person/Family and Friends Report (Form C) England (2017)

SCHOOL OR NURSERY CHECKS ⁽¹³⁾

Subject	Name of school or nursery	Date check completed
<i>Give details if any checks were not sought or not received:</i>		
Has the relevant information been included in section C and/or attached to the report?		YES/NO/NA

SOCIAL MEDIA CHECK ⁽¹⁴⁾

Has a check been made of social media websites or using internet search engines?	YES/NO
<i>If yes, give details of the searches made and the date(s). If no, explain why.</i>	
Has the relevant information been included in section C and/or attached to the report?	YES/NO/NA

OTHER CHECKS ⁽¹⁵⁾

Subject of check	Type of check	Date check completed
Has the relevant information been included in section C and/or attached to the report?		YES/NO

Connected Person/Family and Friends Report (Form C) England (2017)

SECOND OPINION VISIT ⁽¹⁶⁾

Has a second opinion visit been undertaken?	YES/NO
Has the relevant information been included in section C and/or attached to the report?	YES/NO/NA

Signed	
Name	
Position	
Date	

SAMPLE

Guidance notes for Connected Person/Family and Friends Report (Form C)

Introduction

These notes provide basic guidance to practitioners about making an assessment using the Connected Person/Family and Friends Report (Form C) England, concentrating on the structure of the forms and how they might be used. More detailed and wider ranging guidance is provided in *Undertaking a connected person or family and friends assessment using Form C* (Adams, 2017a). Form C specifically links to the legislative framework in England.

The first version of Form C was published in 2011 by BAAF and was designed as a flexible format that could be used for temporary assessments, fostering assessments and special guardianship assessments with prospective family and friend carers. It could also be used to present reports to court. The form attempted to focus on the particular child in question, and the ability of the prospective carer/s to meet the needs of that child or children. Additionally, there was an emphasis on providing support to the prospective carer/s, and one section of the report was designed to be completed by the applicant/s themselves.

In 2015 the form was streamlined and restructured to reflect the increasingly demanding timescales being set by the courts for completion of special guardianship reports, resulting in a shorter core document with scope to add information as necessary. Minor changes in 2016 reflected legislative changes that required assessments to consider special guardianship in relation to a child's needs until adulthood, and to consider any risk posed by birth parents or others. The 2017 version makes only minor wording changes in the form itself, but the guidance notes are significantly revised to reflect the recent introduction of a new suite of forms and checklists, and the availability of a good practice guide on undertaking checks and references (Adams, 2017b).

It should be noted that Form C is not designed for use in undertaking initial assessments that are also known as viability or preliminary assessments. A form that can be used for this purpose is included in the publication cited as Family Rights Group and expert working party (2017).

Form C and the accompanying guidance will be kept under review and updated and revised as appropriate. Please send any comments about your experience of using this form to paul.adams@corambaaf.org.uk.

Structure of the form

- **Front sheet**

The front sheet provides basic information about the case including court details (where relevant) and information about the assessing social workers. There is space for a genogram of the family and a brief summary and recommendation.

- **Section A – Child**

Section A provides information about the child or children, including the circumstances of them becoming looked after, their needs including in relation to contact, and their wishes and feelings.

- **Section B – Birth family**

Section B provides information about the birth family and only needs to be completed for special guardianship assessments.

- **Section C – The applicant/s**

Section C considers information about the applicants and is set out in sections that address: personal and family details; descriptive information; relationships and network; parenting capacity; and checks and references.

- **Section D – either:**

- **Section D – Temporary approval**
- **Section D – Special guardianship**
- **Section D – Fostering**

Section D consists of three different forms; only one of these should be selected and completed, according to the type of assessment being undertaken.

- **Section E – Information checklist**

Section E is designed to be used as an aid in gathering information and as a checklist for the assessor and their supervisor. Any relevant information that is gathered should be included in section C of the report. It is suggested that section E is included in the paperwork presented to fostering panels, but it is not designed to be presented with special guardianship reports to court.

- **Additional tools and resources**

There are two sets of tools and resources provided to help the assessor with planning the assessment and collecting and presenting some of the information required for this report. These are listed below.

Additional tools and resources (Form C)	
1	Application form
2	Assessment agreement
3	Applicant report
4	Chronology
5	Second opinion report
6	Panel member notes
7	Decision form

Additional tools and resources (Checks and references)	
1	Consent to checks and references form
2	Personal reference form
3	Interview record and analysis form
4	Home safety checklist
5	Dog assessment form
6	Pet assessment form
7	Financial statement and checklist
8	Former partner check form
9	Employment and voluntary activity form
10	School and nursery reference form

These additional tools and resources should be used at the discretion of the assessor and in line with local arrangements. It will sometimes be appropriate to attach these completed tools to the main report, but this will be a matter of judgement for the assessing social worker, and in part determined by local policies and procedures.

The following grid indicates which sections need to be completed depending on the type of assessment being undertaken.

Connected Person/Family and Friends Report (Form C) England (2017)

Form C	Temporary approval	Special guardianship	Fostering
Front sheet	Yes	Yes	Yes
Section A	Yes (partly)	Yes	Yes
Section B	No	Yes	No
Section C	Yes (partly)	Yes	Yes
Section D	Yes (temporary approval form)	Yes (special guardianship form)	Yes (fostering form)
Section E	No	No	Yes

For sections A, B and C, guidance is provided within the form about what needs to be included to meet the regulations and statutory guidance for each type of assessment.

Because of the way the form is structured, it should be relatively easy to move from one assessment to another, making use of work that has already been completed and building on this. Usually a temporary approval assessment is completed first, before moving on to a special guardianship or fostering assessment. Using Form C, it is intended that in either case, the earlier assessment is used as a starting point for subsequent assessments, and that the form is updated and expanded to serve the new purpose.

It is important to be clear that updating in this context means rewriting any out-of-date sections, rather than simply adding new material chronologically. Nevertheless much of the information, especially the factual aspects, will remain the same.

This guidance does not specifically indicate who should undertake the assessment, but it is arguably best practice for the child's social worker to complete the parts relating to the child and family (sections A and B), and for a fostering or other assessor to complete the parts about the applicant (sections C and E). Section D brings together the different sections to reach a conclusion and recommendation, and this can be completed by either or both of these individuals.

Legal frameworks

Temporary approval

Under Regulation 24 of the Care Planning, Placement and Case Review (England) Regulations 2010, the local authority may approve a connected person as a temporary foster carer for up to 16 weeks, subject to an assessment taking place before the child is placed. Statutory guidance makes clear that temporary approval is intended to be used exceptionally, where the connected person is already known to the child, to avoid an unnecessary move to a stranger foster carer, and in 'circumstances which could not easily have been foreseen'.

Schedule 4 clearly sets out the issues that need to be considered prior to any such placement, and in order to comply with these regulations using Form C it is necessary to complete parts of sections A and C and all of section D (temporary approval). The local authority is required to make immediate arrangements for the assessment of the connected person as a local authority foster carer.

A temporary assessment is often undertaken in the context of a family crisis and when an immediate placement is required that day. It is generally recognised that the legislative requirements are therefore very demanding, and the statutory guidance on family and friends care (paragraph 5.5) requires the local authority to 'ascertain as much information set out in Schedule 4 to the 2010 Regulations *as is possible in the circumstances of the case*'. It must be accepted, therefore, that some of the information gathered prior to placement will be relatively superficial, although there will clearly need to be arrangements in place for completing any gaps as soon as this is practicable.

Special guardianship

The areas that need to be covered in an assessment of a prospective special guardian are detailed in the Special Guardianship Regulations 2005 (as amended). To comply with these regulations using Form C, it is necessary to complete sections A, B, C and D (special guardianship).

The form, with the front sheet, is designed to be presented to the court, and use of Form C as a court report required by s.14A(11) Children Act 1989 accords with the pragmatic approach to such reports in avoiding delay and duplication recommended by Wall LJ in [Re S \(A Child\) No. 2 \[2007\] EWCA Civ 90](#). The following grid sets out how each element of the schedule is addressed in Form C, where the top line refers to the schedule of matters in the Special Guardianship Regulations, and the bottom line to sections in Form C:

Connected Person/Family and Friends Report (Form C) England (2017)

1	a	b	c	d	e	f	g	ga	gb	h	i	j	k	l	m	n
	A1	A4	A1,4	A4	A4	B4	A5	A2	A2	A3	A3	A4	A4	A4	A4	A4
	o	p														
	A4	A4														
2	a	b	c	d	e	f	g	h	i	j	k					
	B1,2,4	B1,2	B1,2	B1,2	B3	B3	B3	B2	B3	B1,2	B4					
3	a	b	c													
	A6	B1,2	B4,5													
4	a	b	c	d	e	f	g	h	i	j	k	l	m	n		
	C1	C2	C1,2	C1,2	C3	C2	C3	C3	C1	C4	C6	C2,5	C4	C4		
	o	p	q	r	s	t	u	v	w	x	y	z	aa	bb		
	C5	C6	C6	C1	C2	C2	C6	C6	C2	C4	C4	C4,D2	C4	C4		
5	a	b	c	d	e	6	7	8	9	10						
	Front sheet	C6	C6	D3	D3	A4,C6	D2	D2	D1	D1						

In completing a special guardianship report, it should be remembered that reports submitted to court may be seen by all parties, including birth parents, and it may therefore be necessary to consider the implications of revealing certain personal information. The assessor should be mindful of not adversely impacting on what might already be a strained relationship between the applicant and birth parents, while at the same time ensuring they provide the court with all relevant information.

Fostering

The requirements for assessing and approving a foster carer are set out in the Fostering Services (England) Regulations 2011, as amended by the Care Planning, Placement and Case Review and Fostering Services (Miscellaneous Amendments) Regulations 2013. Schedule 3 of those regulations details the information that must be collected as part of that assessment. Additional information about assessment is provided within the Fostering Services Statutory Guidance and National Minimum Standards 2011, and there is additional Statutory Guidance for Local Authorities on Family and Friends Care.

Completing Form C thoroughly and carefully will mean that these regulatory requirements are met. Best practice requires that applicants are actively encouraged and supported to complete the Applicant's Report, and fostering services will need a policy setting out how the information gathered using the additional tools and resources will be presented to the fostering panel.

Other contexts

Adoption

There may be circumstances where a connected person wishes to adopt a child who is connected to them, and this is supported by the assessing social worker. In these circumstances the assessor will need to complete the CoramBAAF Prospective Adopter Report (PAR), the CoramBAAF Child Permanence Report (CPR) and the CoramBAAF Adoption Placement Report (APR). If the assessor has already completed Form C or parts of Form C, this information will need to be transferred to those other forms.

Child Arrangement Order

Occasionally there may also be circumstances where it is felt that a Child Arrangement Order is the most suitable legal order for a child to be cared for by a connected person. If information has been gathered using Form C it may be appropriate to use the relevant sections of that form alongside a court statement considering the various legal options available to the court.

Initial (viability) assessments

There is a common misconception that initial (viability) assessments and temporary approval assessments serve the same purpose. This is not the case. Initial assessments are undertaken to decide whether 'members of the child's family and kinship network should be *further* assessed as potential carers for the child' (Family Rights Group and expert working group, 2017, p.6). In other words, an initial assessment will identify whether or not it is appropriate to undertake an assessment using Form C or an equivalent form. By contrast, a temporary approval assessment is about deciding whether to immediately place a child with a connected person who will become a temporary foster carer. Where temporary approval is granted, the regulations require that the local authority 'makes immediate arrangements' to begin the full fostering assessment (using Form C or equivalent).

In revising Form C careful consideration was given as to whether it could usefully be structured in a way that made it suitable for undertaking an initial assessment. It was decided that to do this would make the form unhelpfully complex, and would not facilitate best practice. CoramBAAF were involved in writing the good practice guidance for initial assessments (Family Rights Group and expert working group, 2017) and have endorsed the content of that document.

Notes

FRONT SHEET	
1	Subject children. “Subject children” refers to children who are being considered in court or for placement with the applicants. Other children in the household should not be included.
2	Court details. In this section, the social worker/s will need to provide details of the court that directed the report be written and the relevant dates. It is important to be clear about activity undertaken in producing it, and to include lists of documents that have been read and people who have been interviewed.
3	<p>Qualifications and experience of author. The Fostering Services National Minimum Standards 2011 (23.6) require that any person ‘involved in assessing the suitability of persons to be foster carers are social workers, have experience of foster care and family placement work and are trained in assessment. Social work students and social workers who do not have relevant experience only carry out assessments under the supervision of an appropriately experienced social worker, who takes responsibility for the assessment.’</p> <p>Before beginning a fostering assessment using Form C, it should be established that the assessing social worker is suitably qualified, trained and experienced. Adams (2017a) provides essential guidance for less experienced practitioners. Although not stated as a requirement for special guardianship assessments, there is no reason to think that it is appropriate for a less experienced or less competent social worker to be responsible for these assessments.</p>
4	Family tree. Family trees provide a readily accessible picture of the individuals who make up a family, and their relationships with each other. It is suggested that this is provided at the beginning of the form so that the reader can refer to this when reading the detailed information about the children and their extended family. Family trees can also be useful to an assessor in working with prospective carers, and as a tool for exploring family patterns and dynamics. For more information about constructing a family tree, with information about symbols to use and an exemplar, see appendix 1 in Adams (2017a).
5	<p>Summary and recommendation. The purpose of this section is to help the court or fostering panel to understand what is being proposed in the main body of the report so that they can begin reading with an idea of what will follow. This section should not include unnecessary detail, and in most circumstances should not exceed half a side of A4 paper.</p> <p>If the report relates to prospective foster carers, then the assessor should</p>

	make a recommendation regarding terms of approval, and in most cases this will be for a named child or children. (If the applicant is being assessed more widely as a foster carer for unrelated children, then Form C is not an appropriate format and Form F should be used.)
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SECTION A – THE CHILD	
1	<p>The child. In some parts of the form, it is necessary to provide information about children individually. In other parts, the same information will apply to all children. The assessor is expected to use judgement about when the information needs to be child-specific, but efforts should be made to avoid or minimise repetition. It is also the responsibility of the assessor to set out the information so that it is clear, reads well, and is presented appropriately. If more than one child is being considered, then the assessing social worker should use one form for each child. At times it may be appropriate to copy and paste text, but care should be taken to ensure that this text is applicable to that individual child’s report. Section A should only be completed in relation to children for whom the applicant/s are being assessed to care; it does not include birth children of the applicant/s or other household members. These children are considered elsewhere in the form.</p>
2	<p>Ethnicity. The Office for National Statistics provides a framework to standardise the identification of an individual’s ethnic background. It is recommended that this framework is used as a starting point for identifying ethnicity, with more detailed information and discussion of this given in section A4.</p> <p>White</p> <ol style="list-style-type: none"> 1. English/Welsh/Scottish/Northern Irish/British 2. Irish 3. Gypsy or Irish Traveller 4. Any other White background, please describe <p>Mixed/Multiple ethnic groups</p> <ol style="list-style-type: none"> 5. White and Black Caribbean 6. White and Black African 7. White and Asian 8. Any other Mixed/Multiple ethnic background, please describe <p>Asian/Asian British</p> <ol style="list-style-type: none"> 9. Indian 10. Pakistani 11. Bangladeshi 12. Chinese 13. Any other Asian background, please describe

	<p>Black/African/Caribbean/Black British</p> <p>14. African 15. Caribbean 16. Any other Black/African/Caribbean background, please describe</p> <p>Other ethnic group</p> <p>17. Arab 18. Any other ethnic group, please describe</p> <p>For further details, see: www.ons.gov.uk/ons/guide-method/measuring-equality/equality/ethnic-nationality-religion/ethnic-group/index.html#8</p>
3	<p>Family Group Conference. For more information on family group conferences, see Family Rights Group (2010). Statutory guidance on family and friends care (Department for Education, 2011) sets out the benefits of family group conferences, particularly at an early stage of concerns about a child who may not be able to live with their birth parents.</p>
4	<p>Placement history. This section should include any periods where the child was looked after by the local authority, with dates and details. If the child has spent any other periods not living with their birth parents, this section should provide a full chronology of the child's care since birth.</p>

SECTION B – BIRTH FAMILY	
1	<p>Section B. Section B can be disregarded in its entirety for temporary approval and fostering assessments. It is only required for special guardianship assessments. However, the views of birth parents are important and should be set out in the relevant part of the section D reports for temporary approval and for fostering.</p> <p>There may be more than one birth father, birth mother, or sibling to consider. In these circumstances the assessor should copy and paste sections as appropriate, and in the way that best provides the information.</p>
2	<p>Ethnicity. See note A2 above. There is space for further details about ethnicity within section B1 under identity.</p>
3	<p>Health. Particularly where birth parents have no contact with their children, it is important to have as much medical information as possible as this information might be relevant to the child in terms of their own health. CoramBAAF publishes Form PH (Report on Health of Birth Parent) that may be appropriate to use in these circumstances.</p>

4	<p>Contact. In setting out contact plans, it is essential to justify the plans in the particulars of each case. Adams (2012) is a useful resource for social workers planning contact, and considers the purpose of contact, types of contact and issues to consider in assessing this.</p>
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SECTION C – APPLICANTS

1	<p>Chronology. In gathering personal and family details, it may be helpful for assessors to ask applicants to complete a chronology that covers key events in their lives, such as births or deaths of family members, major health events, divorce and separations, starts of new relationships, address moves, school changes and changes of employment. This can provide information that is pertinent to a number of areas in the assessment, including family history, relationship history, and education and employment. Chronologies should be in date order, starting with birth until the present day, and there should be no gaps or periods of time that are unaccounted for. A separate chronology should be completed for each applicant if they are a couple, and a format is provided for collecting this information. Where a local authority prefers to have separate chronologies for addresses, education, and employment, they are welcome to amend the form accordingly.</p>
2	<p>Sex. Sex and gender are different. In section A, assessors are asked to enter the applicant’s sex as stated on their passport or other legal documents. Gender is the category to which an individual is assigned by self or others, on the basis of sex, and is socially and culturally determined. This should be considered, as appropriate, in section C2 under the heading of identity.</p>
3	<p>Ethnicity. See note A2 above. There is space for further details about ethnicity within section C2 under identity.</p>
4	<p>Address. If the applicant’s address is not their permanent place of residence, provide details about this and explain how this is relevant to the fostering task. Also provide information about how checks have been undertaken if the applicant/s have more than one address.</p>
5	<p>Children not living in the household. If an applicant has had a child who died during childhood, they should be included in this section with the word “deceased” being added after describing their relationship to the applicant/s. This will need further discussion in sections C2 and/or C4.</p>
6	<p>Adult children not living in the household. If an applicant has had had a child who died during adulthood, they should be included in this section with the word “deceased” being added after describing their relationship to the applicant/s. This will need further discussion in sections C2 and/or C4.</p>

7	<p>Description and personality. Although required by regulations, this should not be a lengthy section in the report. Comments about the applicant's personality should be included based on their self-reporting, views of their partner if they have one, views of birth children where the applicant/s have children, and from the range of references and other information available. It will be important to check that a consistent picture is emerging from all these sources and to explore matters further if this is not the case.</p>
8	<p>Identity. In considering identity, the assessor should start with the applicant/s and consider how they define themselves in terms of ethnicity, culture, religion and sexuality, amongst other areas. The implications of this can then be considered in relation to the caring role that is being proposed. Assessors of lesbian and gay applicants may wish to read de Jong and Donnelly (2015).</p> <p>Although this section relates to the identity of the applicants, it will also be appropriate to consider the relevance of this to their ability to meet the identity needs of the child or children for whom they wish to care. Statutory guidance requires that foster carers 'should ensure that full attention is paid to the individual child's gender, faith, ethnic origin, cultural and linguistic background, sexual orientation and any disability they might have'. This is no less important for prospective special guardians.</p> <p>However, it is important to recognise that not all applicants will have a sophisticated understanding of these issues, but if they are being considered to care for a child from a different ethnicity or culture, then it will be important to know that they at least demonstrate a willingness to learn about other cultures or issues as appropriate to the needs of that child.</p> <p>If the child is disabled, then the assessment will need to consider these aspects when looking at the prospective carer/s and identity. It is hoped that the applicant/s will be able to demonstrate that they have given proper consideration to the importance of advocacy, promoting rights and challenging discrimination, but if not they will need to be supported to develop this knowledge and ultimately implement a social model of disability.</p> <p>Where applicants display inflexible, judgemental or discriminatory thinking, this will need careful consideration in relation to how this might impact on the care of that particular child.</p>
9	<p>Family history. Consideration of family history will entail looking at relationships with parents, siblings and other significant family members. In considering family history, social workers should consider the coherence, economy and specificity of the applicant's account, and the extent to which they continue to be preoccupied with the past, dismiss its significance or are confused or significantly uncertain about its meaning to them.</p> <p>In thinking about these issues, the assessor needs to be careful not to oversimplify the issues, and must be mindful that having a happy childhood is not in itself a good indicator of subsequent parenting ability. Prospective kinship</p>

	<p>carers will often have had difficult pasts, and the assessing social worker will need to come to a view about the extent to which the applicant/s has resolved past traumas or losses; shown the capacity to make and sustain close relationships; is able to empathise and understand other people's feelings; and is able to reflect on emotive matters.</p> <p>It is important to remember that family history is only important insofar as it links to how the applicant/s manages relationships in the present, and how this impacts on capacity to meet the needs of the particular child under consideration.</p>
10	<p>Education and employment. This section asks about the applicant's education, but information about ability to meet the educational needs of a child is covered in section C4. In relation to employment, the regulations require both historical and current information. Although historical information can usually be provided quite succinctly, possibly referring to a chronology (see note C1 above), current information will need to focus on the implications of work for the caring role. It is important not to assume that working is incompatible with child care, but to carefully consider the issues in each individual case. It is not in a child's best interest to be living in a poverty-stricken household, and local authorities should consider whether they can provide appropriate support to allow potential carers to continue to work outside the home.</p>
11	<p>Previous relationships. At the most basic level, it will be possible to complete this section by setting out factual information as provided by the applicant/s. The legal information can be verified by looking at documents (see E1) and it would be helpful to ascertain the applicant's perspective on the nature of the relationship. Most thorough information will be obtained by undertaking an ex-partner check to go alongside other information (see E10). In deciding how far to go in considering previous relationships, the assessing social worker will be led by the local authority policy, as well as the particular circumstances of the case.</p>
12	<p>Couple relationship. In this section, it will be necessary to provide various factual details and these may be verified by looking at the relevant documents (see E1). The assessment of the stability and permanence of a couple's relationship should include the history of that relationship, how well it works, and the couple's commitment to it. It should explore what has tested the relationship, and how the partners support each other and meet each other's emotional needs.</p> <p>It will be necessary to consider how well the relationship works for both parties, to look at vulnerabilities, and to reflect with the applicant/s about the potential impact of caring for the child on their relationship. As a part of this discussion, the assessor should be thinking with the applicant/s about how caring for this child might impact on their current lifestyle; what might need to change, and how any changes will need to be managed. It is about trying to make sure that the applicant/s is as prepared as they can be, is realistic, and</p>

	<p>has a full understanding of the likely impact on them.</p> <p>In assessing a couple, it will be necessary to consider their approach to parenting, as it will be important that they have a shared understanding and an ability to work effectively together. If there has been any domestic violence in the relationship, this will need detailed and careful consideration.</p> <p>It is important to recognise that single applicants can make excellent carers, and not being in a relationship can bring advantages as well as disadvantages. More information is provided in Betts (2007).</p>
13	<p>Household. This section asks the assessor to provide information about all other household members, adults and children, and their relationship with the child under consideration. It is helpful for the assessor to provide a brief pen picture of all household members, describing personality, ethnicity, and the current education or employment of each person. Everyone in the household should be interviewed as part of the assessment, and information from these interviews should usually be set out in this section. It is the relationship that these individuals have with each other and with the child that needs to be considered. In providing information about lifestyle, the assessor has the opportunity to provide a good picture of the family in day-to-day life, describing how a child does, or potentially might, experience living in the home.</p>
14	<p>Wider family and support network. This section should include information about all other children (including adult children) and relevant family members who are not living in the household. For each of them, the assessor should consider providing a brief pen picture describing personality, ethnicity, and their current education or employment. It is important to provide information about the relationship between wider family and the applicant/s, and also with the child under consideration. Where relationships are tense, difficult or non-existent, this will need careful analysis. Children living outside of the home should normally be interviewed as part of the assessment.</p> <p>The stresses of caring for children are well recognised, and the need for structured formal support is recognised in the legislative framework. However, in practice carers often feel the benefits of support from family and friends. In this section, the assessor is required to set out the supportive relationships that exist within the applicant's network, and provide information about the type and quality of support that might be available. This needs to be specific and cover practical situations that are likely to emerge.</p> <p>An ecomap might be a useful tool in this context, and is used to represent in a picture format the applicant/s, their immediate family and the connections that they have with others in their community. Ecomaps are drawn by placing the family household at the centre of the drawing and then enclosing this in a circle. 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. Assessors need to be clear that</p>

	<p>although an ecomap might be included as evidence, it is primarily a tool to aid discussion and reflection, and is not an end in itself. For more information about constructing an ecomap, see appendix 1 in Adams (2017a).</p>
15	<p>Experience of caring for children. In this section, the assessor is asked to provide information about the applicant's experience of, and capacity for, caring for children. This may relate to birth children, children of friends or relatives, or children known in professional or other work capacities.</p> <p>Evidence in relation to foster carers (Sinclair <i>et al</i>, 2005) identifies positive outcomes for those who were caring, accepting, encouraging, and able to see things from the child's perspective. These carers were good at listening to and talking to children and young people, and made time to undertake activities with the child, including teaching life skills. Where foster carers were apathetic, rejecting or intolerant, this was associated with poor outcomes. It is likely that this is also true of parenting more generally, and so will be a good indicator of strengths in family and friends carers. The same research also suggests that successful outcomes are most likely where foster carers are able to effectively offer routine and structure, have clear expectations, set boundaries and manage behaviour.</p> <p>However, it is important to understand that in family and friends assessments the applicant/s is not being considered to foster a range of different children, but rather to foster, or otherwise care for, a particular child or children, who is usually related to them. This means that while the assessment can and must take account of parenting capacity more generally, what really matters is their ability to care for the child under consideration, in the present and future, until the child reaches the age of eighteen.</p>
16	<p>Applicant's relationship with the child. Family and friends assessments differ from assessments of other foster carers in that they are intended to assess suitability to care for one or more particular child or children, with whom the applicant/s already has a connection. In many cases they will know that child well, and it is the existing relationship with the child that is the main strength of the application.</p>
17	<p>Ability to meet the needs of the child. This is arguably the most crucial section of the form in that it asks about an ability to meet the needs of the particular child under consideration. These needs have been set out in section A. The research evidence is clear in that there are no links between outcomes for children and factors like the age, health, accommodation, or personal family history of the carer. What matters is parenting capacity, and an associated willingness and ability to meet the child's identified needs. In many cases it is relatively straightforward to show that the child's needs are being met in the present by the applicant/s, but it is also necessary to show that the applicant is likely to be able to meet their needs until the child reaches the age of eighteen.</p>

18	<p>Contact and family relationships. Although the research literature tends to conclude that, on balance, family and friends care tends to achieve more frequent and consistent contact than arrangements with stranger foster carers (Hunt <i>et al</i>, 2008), this is not without difficulty. Alongside the challenges that would accompany any sort of contact planning, for family and friends carers additional complexities arise because of the carer's existing relationships with birth parents, often as parents or siblings. Assessment in this area will need to consider the applicant's attitude to the birth parents and relevant others, and their ability to promote appropriate and beneficial contact while at the same time protecting the child from any identified risk. It should not, however, be assumed that contact should always be managed by family and friends carers, as this is an area where local authority support is often required, not least in some cases to protect carers from physical assault (see Wellard, 2011). This requirement for support around contact is set out in statutory guidance. Adams (2012, Chapter 7) sets out the issues for consideration in planning contact in kinship care, and may be of assistance to assessors.</p>
19	<p>DBS check/criminal offences. Detailed guidance about undertaking DBS checks is provided by Adams (2017b) covering the process of undertaking the check and interpreting the information that might be disclosed. It is important to be aware that DBS checks will not cover periods of living abroad, and Adams (2017b) also offers advice in respect of undertaking overseas checks.</p>
20	<p>Local authority check/previous applications to foster or adopt. Fostering Services Regulations 2011 (as amended) and Special Guardianship Regulations 2005 require that a check be undertaken with the applicant's home local authority.</p> <p>Good practice requires that in some circumstances a check should also be undertaken with previous local authorities and Adams (2017b) explores this in some detail. Each local authority will need a policy setting out what local authority checks will be undertaken.</p> <p>It should be noted that under Regulation 26(1A)(c) of the Fostering Services Regulations 2011 (as amended), where an applicant has been a foster carer in the previous 12 months, and a written reference from their previous fostering service is obtained, there is no requirement to also interview personal referees.</p>
21	<p>Health. For special guardianship and fostering assessments, a report is required from a health practitioner. Good practice requires that this report is provided by a fostering service medical adviser or an equivalent health professional with a good understanding of the demands of providing family-based care in this context. The medical adviser comments can be set out in this section, or alternately as a letter or report that is attached to the form.</p>

	<p>The assessor should ensure that the medical adviser's comments are provided in full, and they should not be summarised (except by that medical adviser) or interpreted.</p> <p>It is recognised that caring for family and friends children is challenging and demanding, and that this can have an adverse impact on foster carers' health. For example, we know that family and friends carers are older and have generally poorer health than unrelated foster carers. It is also the case that, like others in the population, they may, through lifestyle choices, smoke, be overweight, or consume alcohol above recommended levels.</p> <p>It is important that information about an applicant's health and lifestyle is carefully considered, and that assessors avoid being unfairly judgemental. Neither should too much weight be given to the health of applicants, as there is no research evidence to link the health of kinship carers with the outcomes for the children for whom they care (Hunt <i>et al</i>, 2008).</p> <p>However, health issues may impact on an individual's ability to provide good care, and local authorities should consider what support might helpfully be provided in these circumstances. This might include providing information and advice to assist carers in taking good care of their own health, using health services appropriately and promoting a healthy lifestyle for the children in their care.</p> <p>Adams (2017b) considers the issues arising out of health assessments and provides guidance to assessors.</p>
22	<p>Home and neighbourhood. Special guardianship and fostering regulations require a description of the applicant's accommodation, and this should be relevant to the fostering task. This will include information about the general condition of the home that for fostering must be 'adequately furnished and decorated [and] maintained to a good standard of cleanliness and hygiene throughout' (NMS 10.2), and able to 'comfortably accommodate all who live there' (NMS 10.1).</p> <p>Fostering standards require that in most circumstances, 'each child over the age of three should have their own bedroom' (NMS10.6), although there is scope for some bedroom sharing if this is in line with the child's wishes and is agreed by their social worker. Statutory guidance on family and friends care makes clear that requirements for accommodation should be interpreted more flexibly for family and friends foster carers and, even if not ideal, should be seen in the context of the holistic assessment, and balanced against other factors.</p> <p>CoramBAAF have produced a checklist and guidance for local authorities regarding home safety checks (Adams, 2017b) and each local authority should have their own policy. Some local authorities will prefer to use their own checklist. Some local authorities may want the whole checklist to be attached to the report, while others will want a summary or final page, and</p>

	<p>others will expect the key issues to be set out in this section. This should be clearly set out in the local authority policy.</p> <p>In most circumstances, descriptions of the neighbourhood and community will be brief, although more detailed information may be necessary if, for example, the area has a known gang presence, is known for racial intolerance, or is very rural. The assessor will need to use their judgement in this respect.</p> <p>The issue of pets and animals is not straightforward and needs to be considered both in relation to the safety of children placed, but also in terms of what the animal might offer to a child living with the family. CoramBAAF provide assessment tools for dogs and pets with detailed guidance and advice (Adams, 2015 and 2017b), and each fostering service should have a policy about undertaking such assessments. In family and friends assessments it is important to consider any particular circumstances relating to the child under consideration, not children in general.</p>
23	<p>Income and expenditure. This section requires brief information about income and expenditure/standard of living, to the extent that it is relevant to an application to become a special guardian or foster carer. CoramBAAF have developed an assessment tool for looking at household finance that has accompanying advice and guidance (Adams, 2017b). The local authority may wish to use this tool, or may prefer to use another format, but should have a policy setting out the circumstances in which any assessment should be undertaken, and how.</p>
24	<p>Personal references. Fostering Services Regulations 2011 require that the assessor interviews at least two persons nominated by the prospective foster carers, and prepares a written report based on the information gathered (unless the applicant has been a foster carer within the previous 12 months and a reference has been provided). Good practice has led to most fostering services requiring at least one additional reference from a family member, and many fostering services require more than that. Special guardianship regulations require three personal references.</p> <p>Adams (2017b) considers the issue of personal references in some depth, and each fostering service should have their own policy in relation to this matter.</p>
25	<p>Other checks and references. Adams (2017b) provides detailed guidance about the potential benefits of undertaking a range of other checks and references. These include former partner checks (see note E10), employer or former employer checks (see notes E11 and E12), school or nursery checks (see note E13), and social media checks (see note E14).</p>

SECTION D – TEMPORARY APPROVAL

1	<p>Decision. As set out in the statutory guidance for family and friends care, local authorities will need to nominate an officer with authority to grant temporary approval of foster carers under regulation 24. Although this is not a regulatory requirement, the guidance suggests that it will usually be appropriate for the fostering service decision-maker to reserve this authority.</p>
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SECTION D – SPECIAL GUARDIANSHIP

1	<p>Contact. In this section, it is necessary to clearly set out the recommendations, but not to provide justification for these. The discussion and evidence to justify the plans should already be set out in detail in section B (see note B4).</p>
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2	<p>Support services. Special guardianship regulations set out the local authority duty to arrange support services, to assess, plan, monitor and evaluate these (Simmonds, 2011). The range of services available must include financial support, assistance with contact, therapeutic services and support groups, alongside counselling, advice and information. Where children are being looked after immediately prior to the making of a special guardianship order, their prospective special guardian is entitled to an assessment, and regulations require a process that is evidence-based, balanced, fair and transparent (Simmonds, 2011, p.60). Regulations also require that, following an assessment, the local authority must provide a written report, and where services will be offered, must produce a written plan.</p> <p>It is well recognised that children living with family and friends carers where the local authority is involved have similar needs to children in foster care and adoption. Support is needed for carers and parents in all of these contexts. In this section of Form C, the assessor might wish to provide the relevant detail of the plan, or alternatively attach a copy of the support plan. It is of course important that this section does not simply include what the assessor thinks might be helpful, but rather sets out what the local authority has agreed to provide. The plan as set out also needs to be specific to the individual applicant/s and child, and to the local area in which they live. For example, if a support group is offered it should be stated where and when this takes place, and should include relevant contact details for the organiser.</p>
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3	<p>Applicant observations. In the spirit of openness and partnership working, Form C includes a section for the applicant(s) to make corrections, comments and observations about the special guardianship report. It is a matter for individual local authorities to consider whether to present these</p>
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	<p>views as part of their court report, but to do so will give a clear message about working openly and transparently with prospective carers, recognising the power imbalance in the relationship between the local authority assessor and the individual family and friend carer.</p> <p>The tools that accompany Form C also include an Applicant Report that allows the prospective family and friend carer/s to set out issues in their own words. The form emphasises the need to identify support, and may usefully be attached to special guardianship assessments.</p>
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SECTION D – FOSTERING

1	<p>Temporary approval information. This section sets out the dates and details in relation to temporary approval where the child or children are already placed. This will allow the fostering panel and decision-maker to undertake a quality assurance role in terms of considering compliance with the regulations. Where timescales of 16 weeks are exceeded without a decision to extend, or where the 24 week timescale is exceeded, the placement becomes unlawful or unregulated. The fostering panel should note any failure to comply with regulations, and the local authority will have the opportunity to learn from practice in this regard.</p>
2	<p>Preparation and understanding of fostering. In this section, the assessor will need to set out what formal training or preparation has been provided to the prospective family and friends foster carer/s, being clear if that was specific to kinship care, or was general foster carer preparation. Where prospective foster carers have attended a formal preparation group, then this section should set out the content of that training, and include feedback from the trainer about their experience of working with the applicant/s.</p> <p>It will also be necessary to explore the applicant’s understanding of what is entailed in fostering. Are they clear about the role of the different professionals, including the child’s social worker, supervising social worker and IRO, and do they understand that they will be expected to comply with the training requirements set out in legislation and local authority procedures? The assessment will need to consider the ability and willingness of the applicant to work with the range of professionals involved with children who are fostered.</p> <p>It is important that fostering expectations are all made clear at the outset so that disagreements do not occur at a later stage and so that the most effective legal context in which to look after the child can be determined. It is also important that local authority expectations of family and friends foster carers, as set out in their policies, are realistic, proportionate and helpful. For example, a grandparent who has always had contact with their grandchild and is their permanent carer should not be required to keep written records in exactly the same way that might be required for a child in a short-term</p>

	placement with unrelated carers. Similarly, training requirements need to relate to the specific circumstances of that family and friends carer, as do safer caring policies.
3	Support, training and development. Although support to be made available for foster carers is to some extent determined by regulations and guidance, it is important to be clear about what will be available to this specific family and friends foster carer/s. The assessor can detail levels of social work support to the carer, any agreed respite provision, and any specific arrangements to assist with managing contact, depending on their particular requirements. It is also necessary to know what training and support groups will be available and whether these are generic for all foster carers, or specific to family and friends carers. Where the child under consideration has specific needs, then it would also be appropriate to describe services that will be available to them such as CAMHS, education support or other practical assistance.
4	Recommendation. In making their recommendation, the assessor is required to have considered whether there should be any terms imposed on the applicant's approval. Where an assessment has been completed using Form C, this is because the applicant/s is being considered to care for a specific child, not as a foster carer who might be looking after a range of different children. It is therefore appropriate that where the assessor makes a recommendation that the applicant/s is suitable to foster, they should specifically state that this is in relation to a specific named child or children. If the applicant/s wishes to foster children other than those named in section A, then Form F is a more suitable assessment format.
5	Applicant observations. In the spirit of openness and partnership working, Form C includes a section for the applicant/s to make corrections, comments and observations about the fostering report. Best practice will mean that the applicant/s has also completed the Applicant's Report and this will be attached to the assessment when the case is presented to the fostering panel.

SECTION E – INFORMATION CHECKLIST

1	Verification. When checking documents in this section, it is expected that the assessor is able to see the original documents rather than photocopies. With driving licences, this should include both parts where applicable.
2	DBS. See note C19.
3	Local authority checks. See note C20.
4	Applications to foster, adopt or register as a childcare provider. See note C20.

5	Health. See note C21
6	Home safety check. See note C22.
7	Dogs and pets. See note C22.
8	Household finance. See note C23.
9	Personal references. See note C24. Where more than three personal references are taken up, then the assessor will need to copy and paste the blank boxes accordingly.
10	<p>Former partner checks. Adams (2017b) sets out the importance of undertaking checks with former partners, provides a format for recording these, and discusses the practicalities and issues to consider in developing a policy on this. Former partner checks now established as routine good practice in the context of fostering, especially where an applicant has jointly parented or cared for a child with a former partner. In these circumstances, former partners will usually be well placed to verify information provided by the applicant/s, or to provide further information about the applicant's parenting capacity. Where former partners have not jointly parented or cared for a child, but have been in a significant relationship, they may still be well placed to provide important information about the applicant/s.</p> <p>It is less common to undertake such checks in relation to special guardianship, although arguably the benefits in a fostering context apply equally to this legal order. Each local authority should have a policy setting out the requirement for former partner checks, for both fostering and special guardianship, and applicants should be informed of this at an early stage in the assessment.</p>
11	<p>Employer checks. It is now routine practice in fostering to undertake employer checks and good practice suggests that all current employers should be contacted to confirm the information given by the applicant/s about their employment, and to gather evidence regarding their suitability to care for a family member or friend. Adams (2017b) provides guidance in this area, and CoramBAAF have developed a form for recording this information.</p> <p>Where applicants are involved in voluntary work, this should be considered in the same way as paid employment. The same arguments about the importance of such checks can be equally applied to special guardianship assessments. Each local authority should have a policy about requirements in relation to undertaking employer checks in relation to both fostering and special guardianship.</p>
12	Former employer checks. Good practice in fostering recognises that any previous employers should be contacted if an applicant was working with children or vulnerable adults to ensure that there were no safety or protection concerns, and to gather evidence regarding their suitability. Where applicants

	were involved in voluntary work with children or vulnerable adults, this should be considered in the same way as paid employment, and can provide valuable evidence about child care skills. Each local authority should have a policy about requirements in relation to undertaking previous employer, volunteering or student checks for both fostering and special guardianship assessments. Adams (2017b) discusses this in more detail.
13	School and nursery. According to Adams (2017b) good practice in fostering requires checks to be undertaken if the children of applicant/s are attending school or nursery. CoramBAAF publish a reference form for recording his information. These checks should not focus on the achievements or otherwise of the particular children, but should attempt to gather information about how well the applicant/s supports the child in these settings, and how well they work with professionals in this context. Each local authority will require a policy setting out requirements in this area.
14	Social media check. Fostering and adoption services are increasingly making checks using social networking websites and internet search engines and each local authority should have a policy in this regard, covering assessments of special guardians. For discussion of this issue, see Adams (2017b). In providing details under this section, the assessor should note which particular websites were checked.
15	Other checks. Other checks in this section might include overseas police checks when applicants have spent long periods living abroad, checks with NSPCC, checks with probation services, Protection of Children checks for applicants who have lived in Northern Ireland, or Disclosure checks for applicants who have lived in Scotland. Local authorities should have a policy about the checks they undertake.
16	Second opinion report. Second opinion visits are increasingly common in a fostering context, in circumstances where there are issues of concern identified by the assessor and there is some doubt about whether to recommend the applicant/s as suitable, or where there have been difficulties in the working relationship between the assessor and applicant/s. This visit can be undertaken by another social worker in the team, an independent social worker, the supervisor, or the team manager. This report should not duplicate information that is already in the main assessment, but should focus on particular areas of contention or difficulty, and should set out the position of the second assessor on these matters. Where they support or contradict the views of the original assessor, the reasons for this should be clearly set out. It is important that the views of the different professionals are set out clearly and distinctly, and can be done using the CoramBAAF form.

References

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Wellard S (2011) *Too Old to Care? The experiences of older grandparents raising their grandchildren*, London: Grandparents Plus

Connected Person/Family and Friends Report (Form C) England (2017)

APPLICATION FORM

Name of fostering service

BASIC DETAILS

	Applicant 1	Applicant 2
Family name		
Forenames		
Previous name(s)		
Other "known by" names		
Sex		
Date of birth		
Age		
Place of birth		
Nationality		
Ethnicity		
Religion or faith group		
Practising or non-practising		
Primary language in the home		
Other language(s) spoken in the home		
Are you registered disabled?		
Email address		
Telephone number		
Mobile number		

Connected Person/Family and Friends Report (Form C) England (2017)

ADDRESS

Address	
Length of time at this address	
Name of home local authority	

HEALTH

	Applicant 1	Applicant 2
Name of General Practitioner		
Address of GP practice		

EMPLOYMENT OR OCCUPATION

	Applicant 1	Applicant 2
Current employment or occupation (if any)		
Name of current employer/organisation		
Current hours of work		
Any planned changes to hours of work		

Connected Person/Family and Friends Report (Form C) England (2017)

CHILDREN UNDER 18 LIVING IN THE HOUSEHOLD

Family name	Forename/s	Sex	Date of birth	Age	Relationship to applicant(s)

ADULTS LIVING IN THE HOUSEHOLD

Family name	Forename/s	Sex	Date of birth	Age	Relationship to applicant(s)

HOUSEHOLD ACCOMMODATION

Briefly describe the home including the number of bedrooms, and proposed sleeping arrangements

CHILDREN (UNDER 18) FROM A CURRENT OR PREVIOUS PARTNERSHIP LIVING ELSEWHERE

Family name	Forename/s	Sex	Date of birth	Age	Relationship to applicant(s)

Connected Person/Family and Friends Report (Form C) England (2017)

ADULT CHILDREN LIVING ELSEWHERE

Family name	Forename/s	Sex	Date of birth	Age	Relationship to applicant(s)

COURT PROCEEDINGS

Have you been involved in any family court proceedings or in any proceedings about children and/or family?	YES/NO
If yes, give details including the date, name of court, type of order made and the names of the children concerned	

APPLICATIONS TO FOSTER, ADOPT OR CHILD-MIND

Have you previously applied to become a foster carer, adopter or child-minder?	YES/NO
If yes, give details of the date, name and address of the agency/service, type of application and outcome	

Has any member of your household previously applied to become a foster carer, adopter or child-minder?	YES/NO
If yes, give details of the date, name and address of the agency/service, type of application and outcome	

Connected Person/Family and Friends Report (Form C) England (2017)

Have you been an approved foster carer in the preceding 12 months?	YES/NO
If yes, give the name and address of the fostering service	

PERSONAL REFERENCES

	Referee 1	Referee 2
Name		
Address		
Relationship to you		
Number of years known		

	Referee 3	Referee 4
Name		
Address		
Relationship to you		
Number of years known		

	Referee 5	Referee 6
Name		
Address		
Relationship to you		
Number of years known		

Connected Person/Family and Friends Report (Form C) England (2017)

APPLICANT DECLARATION

Applicant(s) declaration

- I/we undertake to be truthful and honest in providing full and accurate information for this assessment, both verbally and in writing. I/we understand that the fostering service may seek verification of any information that I/we have supplied or will supply, and that if any of this information is found to be false or misleading, this may result in the fostering service deciding not to proceed with my/our application.
- I/we understand that the fostering service will be taking up a series of checks and references and will be seeking our consent to do this. I/we understand that if we are not willing to consent to these checks and references being undertaken the fostering service may decide not to progress with my/our application.
- I/we understand that any information supplied by me/us 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 statutes. I/we understand that any information supplied will form part of the fostering services case record held in respect of this application to foster.

Signature (Applicant 1)	
Date	
Signature (Applicant 2)	
Date	

ASSESSMENT AGREEMENT

This document should be completed at the outset of the assessment and updated as necessary using the Assessment Agreement Update Sheet (below).

Name of applicant(s)	
Name of fostering service	

Applicant(s) declaration

- I/we undertake to be truthful and honest in providing full and accurate information for this assessment, both verbally and in writing. I/we understand that the fostering service may seek verification of any information that I/we have supplied or will supply, and that if any of this information is found to be false or misleading, this may result in the fostering service deciding not to proceed with my/our application.
- I/we understand that any information supplied by me/us 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 statutes. I/we understand that any information supplied will form part of the fostering services case record held in respect of this application to foster.
- If I/we am unsure about whether to share any information, I/we undertake to discuss this with my/our assessing worker.
- I/we agree to work in partnership with my/our assessing worker, to prioritise meetings and come prepared with agreed tasks completed. I/we will attempt to minimise the need to cancel any planned visits.
- I/we understand that if at any time I/we need to slow down the assessment process, or take a break from the assessment, I/we will discuss this with my/our assessing worker.

Fostering service declaration

- In accordance with Fostering Services National Minimum Standards, we undertake to treat applicants fairly, without prejudice, openly and with respect.
- We agree to work in partnership with applicants, to prioritise agreed meetings and come prepared with agreed tasks completed. We will attempt to minimise the need to cancel any planned visits.
- We undertake to discuss any concerns or issues that may emerge during the assessment, and will share information as fully as possible, subject to compliance with data protection principles in relation to third party information.
- We undertake to keep applicants informed about any unavoidable delays in the assessment process, and endeavour to minimise the length of such delays.
- If the assessing worker leaves the fostering service at short notice, or is on extended sickness leave, we will discuss and agree a satisfactory solution with applicants to the best of our ability.
- We will provide applicants with details of how to contact the assessor's team manager in the event that they have concerns that cannot be resolved with the assessor directly.
- We will provide information about the fostering services complaints procedure, and information about making representations to the Independent Review Mechanism (IRM) as appropriate.

Connected Person/Family and Friends Report (Form C) England (2017)

Arrangements (including dates and venue) for preparation training

Assessment visits

It is proposed that initially there will be eight days agreed for assessment visits. Sometimes it will not be necessary to have all those visits; sometimes it will be necessary to have more than eight visits. It might be helpful to agree more than eight dates in case more are needed. Each date should be accompanied by a start time and estimated duration. The venue will usually be the applicant(s) home, but on occasions may be somewhere else. Most meetings will involve both applicants if they are a couple, but the assessor will also need to make time to see each applicant individually. The assessor will also need to see any other household members including the applicant(s) own children, and dates for those meetings should also be set out in this section.

Date	Time	Duration	Venue	Involving

Connected Person/Family and Friends Report (Form C) England (2017)

Consent to checks and references

Have the applicants completed a consent form?

YES / NO

Applicants must consent in writing before checks and references are progressed, and Coram BAAF publishes a form that can be used for this purpose. In the box below, the assessor should make explicit those people who will be contacted, especially where there is some discretion, and where individuals are personally known to the applicants, such as adult children, previous partners, current employers, previous employers, and schools, nurseries or health visitors involved with the applicants own children.

SAMPLE

Date for completion of the report

Date for fostering panel

Statutory guidance requires an assessment to be completed within 16 weeks of a person being approved as a temporary foster carer. In exceptional circumstances this can be extended to 24 weeks.

Addressing difficulties

Connected Person/Family and Friends Report (Form C) England (2017)

If the applicants are unhappy with the assessment agreement, or feel that the assessing social worker is not keeping to the agreement, then in the first instance they should discuss this with the assessing social worker. If the matter is not resolved or they feel unable to do this, then the applicants should contact the assessor's team manager.

Name of team manager	
Email address	
Telephone	

Any other agreements

Applicant 1	
Signature	
Date	
Applicant 2	
Signature	
Date	

Name of social worker	
Email address	
Telephone	
Signature	
Date	

ASSESSMENT AGREEMENT UPDATE SHEET

Update to agreement

Applicant 1	
Signature	
Date	
Applicant 2	
Signature	
Date	

Assessing social worker	
Signature	
Date	

Connected Person/Family and Friends Report (Form C) England (2017)

APPLICANT'S REPORT

The child

If the child is now living with you, briefly describe how you came to be caring for this child, including the date you were approached or offered to care, or how you came to be aware that the child is unable to live with their birth parents.

Describe your relationship with the child. How long have you known them? How well do you know them? Is the child used to visiting your home? What do you do when you spend time together?

Why do you think the child should live with you? If they are with you, how has it worked out so far?

Connected Person/Family and Friends Report (Form C) England (2017)

What risks do you think might exist for the child, and how can you and your family keep them safe and secure?

--

Contact

What are your views about the arrangements that have been made for the child to have contact with their family and friends?

--

What can you offer to help contact work well for the child? What help or support do you need to do this?

--

Connected Person/Family and Friends Report (Form C) England (2017)

Support

Do you have your own worker to support you in your role? If so, has this been helpful? If not, would this be useful?

Have you been provided with written information about the child? If not, would this be useful?

Have you had the opportunity to meet with other members of your family to discuss this situation in a family group conference or other meeting? If not, would this be helpful?

Have you been offered training or a support group? If not, would this be helpful?

**Connected Person/Family and Friends
Report (Form C) England (2017)**

What help or support do you think you might need to help you or the child?

Do you have a good understanding of what will happen in the future about planning for the child's care?

Have you been provided with written information about your role as a carer? If not, would this be useful? If you wish to be a foster carer, do you understand the expectations around supervision, training and record keeping?

Are you aware of where to go if you want advice from the local authority or for independent advice?

Connected Person/Family and Friends Report (Form C) England (2017)

Is there anything else you would like to say?

--

Name (Applicant 1)	
Signed	
Date	

Name (Applicant 2)	
Signed	
Date	

SAMPLE

CHRONOLOGY

Name of applicant	
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Date started	Date finished	Event	Address, location or details

SECOND OPINION REPORT

Name of prospective carer/s	
Date of second opinion visit	

Reasons for undertaking a second opinion visit

Key areas discussed during visit (including analysis)

Recommendation regarding suitability as family and friends carer/s

Name of person completing report	
Position	
Signature	
Date	

PANEL MEMBER NOTES

Name of applicant/s	
Name of social worker	
Panel date	

Purpose of presentation to panel

Summary of strengths of application

Concerns, suggested questions and issues for discussion

Name of panel member	
Signature	
Date	

Connected Person/Family and Friends Report (Form C) England (2017)

DECISION FORM

Name of applicant(s)	
Date	
Name of decision maker	

In making this decision, I have taken into account the following material:	
Form C and panel minutes	YES/NO
Other material <i>If yes, please list:</i>	YES/NO

Key considerations/arguments in this case:
<p style="font-size: 48px; opacity: 0.3; transform: rotate(-30deg); position: absolute; top: 50%; left: 50%; pointer-events: none;">SAMPLE</p>

I agree with the process and approach of the assessment (including panel process), am satisfied as to its fairness, and satisfied that the arguments have been properly addressed:	YES/NO
<i>If no, provide details:</i>	

Recommendation of panel

This can be taken directly from panel minutes

Reasons given for this recommendation

These can be taken directly from panel minutes

I have considered additional material that was not available at panel

YES/NO

If yes, provide details of this information and how this has had an impact on the decision:

Decision

Reasons for decision

Please state the reasons you have adopted, by cross reference or otherwise, and any further reasons for your decision:

SAMPLE

Advice to fostering service

SAMPLE

Signed by decision maker

Date

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