

CORAMBAAF
CHILD'S ADOPTION REPORT
AND
ANNEX B REPORT
GUIDANCE NOTES

SAMPLE

The purpose of the Child's Adoption Report (CAR)

The purpose of the CAR is to enable the agency decision-maker (ADM) (and, where there is consent to an adoption order being made and no need for a placement order, the adoption panel) to discharge their functions under the Adoption Agencies (Wales) Regulations 2005 and Access to Information (Post-Commencement Adoptions) (Wales) Regulations 2005, and to comply with s.1 of the Adoption and Children Act 2002. Its functions are:

- to recommend/decide whether the child should be placed for adoption;
- to be used as a referral form to the Wales Adoption Register and, if appropriate, as a referral through the inter-Register protocol to the three other Registers operating in England, Scotland and Northern Ireland;
- to recommend/decide that the child should be placed with prospective adopters;
- to be a source of essential information to the prospective adopters when first approached by the agency about a child, to enable them to decide whether they want to proceed with the matching process;
- to be a source of important information about the child's background and history to the adopters once any placement is made;
- to be a document available to an adopted adult seeking information, if not already provided, about their family background and history, and the reasons why they were adopted.

This revised format of the South East Wales Adoption Service's CAR has been designed so that it can also be used as the Annex B Report to accompany the placement order application, in order to eliminate duplication of work for social workers. The headings of the form have been ordered as much as possible to meet the requirements of Annex B and Schedule 1, whilst maintaining the coherence of the child's story.

For the report to fulfil these functions, it will need to be accurate, up to date, balanced, coherent and complete. The report combines facts about the people who have played an important part in the child's life to date. It also contains evidence about the child's development and why he or she needs a permanent alternative family.

The material gathered needs to be evaluated and analysed so that there can be a clear understanding of the child's current and future needs and how these can be met. At the same time, it needs to be written with the adult child's perspective in mind, who will be able to request a copy under the Access to Information (Post-Commencement Adoptions) (Wales) Regulations 2005 and who may have to rely on this document as the principal source of information about their pre-adoption history.

Completing the form

The CAR/Annex B is only available as an electronic template. It is a Word document and is devised to make filling in each component of the report as easy as possible.

- All text in black and blue (the sections on the child's wishes and feelings and parents' views are in blue) should remain in place and the body of the report typed in below.
- All the guidance notes are shown in red italics and a smaller type size. These notes should be deleted upon the completion of that particular section.
- As the document will require updating over time, each adoption agency will need a system for recording who is undertaking that updating and for what purpose. Throughout the form, the guidance notes in red remind authors to update the form in order to continue to keep it fit for its current and future purpose(s). Updating authors should indicate where they have entered new information and then date it. A table is provided at the end of the document for the author to sign off an update, with an accompanying manager's signature.

Ethnicity

The Office for National Statistics (ONS) sets out that 'the terminology used to describe ethnic groups has changed markedly over time and, however defined or measured, tends to evolve in the context of social and political attitudes or developments. Ethnic group is also very diverse, encompassing common ancestry and elements of culture, identity, religion, language and physical appearance.' It recommends that people should be invited to select, from a list of categories, the ethnic group to which they consider they belong. These categories are also now used by Care and Social Services Inspectorate Wales (CSSIW) and so will be familiar to social workers. The groups are set out below.

A: WHITE

<i>Welsh/English Scottish/Northern Irish/British</i>	<i>Irish</i>	<i>Gypsy or Irish Traveller</i>	<i>Any other White background, please describe</i>
--	--------------	-------------------------------------	--

B: MIXED/MULTIPLE ETHNIC GROUPS

<i>White and Black Caribbean</i>	<i>White and Black African</i>	<i>White and Asian</i>	<i>Any other mixed/ multiple ethnic background</i>
--------------------------------------	------------------------------------	------------------------	--

C: ASIAN/ASIAN BRITISH

<i>Indian</i>	<i>Pakistani</i>	<i>Bangladeshi</i>	<i>Chinese</i>	<i>Any other Asian background, please describe</i>
---------------	------------------	--------------------	----------------	--

CHILD'S ADOPTION REPORT AND ANNEX B REPORT (CYMRU) GUIDANCE NOTES

D: BLACK/AFRICAN/CARIBBEAN/BLACK/BRITISH

<i>African</i>	<i>Caribbean</i>	<i>Any other Black/African/Caribbean background, please describe</i>
----------------	------------------	--

E: OTHER ETHNIC GROUP

<i>Arab</i>	<i>Any other ethnic group, please describe</i>
-------------	--

If these groups do not reflect the way in which the individual identifies him or herself, use their own preferred way of doing this.

It is important for the social worker to be as accurate as possible with information with regard to the child's ethnicity, going back at least one generation, to identify children who may be able to be referred to other UK Adoption Registers, in order to meet their identity and cultural needs.

Where more detailed information needs to be presented about the child's ethnic identity, this should be entered in the relevant section on 'Identity'.

SAMPLE

CORAMBAAF

CHILD'S ADOPTION REPORT AND ANNEX B REPORT

REMEMBER TO DELETE ALL GUIDANCE NOTES IN RED

This report has been prepared in compliance with Schedule 1, Adoption Agencies (Wales) Regulations 2005 and pursuant to Part 14 and Practice Direction 14C, Annex B, Family Procedure Rules 2010

CONTENTS

SECTION A: THE REPORT AND MATTERS FOR PROCEEDINGS

Preliminary information

List of supporting documents/professional reports

SECTION B: THE CHILD AND THE FAMILY

Part 1: Information about the child

Child's key information

Social worker's analysis of the child's needs and implications for their future placement

[About adoption in my own words \(child\)](#)

Details of the child's birth family

Child's family structure

Chronology of care since birth

Information on the child's birth mother

[Birth mother's views](#)

Information on the birth father

[Birth father's views](#)

Other people with PR

Other relatives or any other person the agency considers relevant

Wishes and feelings of others with PR/other relatives or any other persons

Siblings

Wishes and feelings of siblings

Part 2: Relationships with and contact arrangements for the child

Current contact relationships

Proposed contact arrangements

Part 3: Summary of the actions of the adoption agency

The decisions and actions taken by the local authority with respect to the child

SECTION C: RECOMMENDATIONS

ADDITIONAL DOCUMENTS REQUIRED FOR THE CHILD'S ADOPTION REPORT

SECTION A: THE REPORT AND MATTERS FOR PROCEEDINGS

Case Number

Re:

Full name of child and date of birth

REPORT TO THE COURT WHERE THERE HAS BEEN AN APPLICATION FOR A PLACEMENT ORDER

This report is prepared pursuant to Part 14 and Practice Direction 14C, Annex B, of the Family Procedure Rules 2010 by:

Name of author/social worker:

Role in case:

Sections of report completed:

This refers to sections of the Annex B – write 'Sections A, B and C'

Qualifications and experience:

Name, address, telephone number and email address of adoption agency:

Adoption agency case reference number:

Adoption file reference number

Is the social worker qualified under the Restriction on the Preparation of Reports Regulations 2005 to prepare this report as a Child's Adoption Report?

Qualification to prepare the report – The Restriction on the Preparation of Adoption Reports Regulations apply. This means that the social worker must have at least three years' post-qualifying experience in child care social work, including direct experience of adoption work, or be supervised by a social worker who is employed by the local authority or adoption agency and has at least three years' post-qualifying experience in child care social work, including direct experience of adoption work.

Yes/No

Signature:

If no, identify the person who is qualified and has supervised the preparation of this report.

Name:

Telephone number:

Email address:

Signature:

Name of child social worker's team manager:

Insert the title of relevant manager as identified by the agency.

Address if different from the one above:

Telephone number:

Email address:

Name of family finder (adoption social worker):

If not appointed yet, write: 'To be appointed'.

Address if different from the one above:

Telephone number:

Email address:

Agency decision-maker (ADM):

Date of completion and updates of this report for decision that the child should be placed for adoption:

Updates are likely to be required at each stage the report is used. Refer to your agency policy for identifying the author of the update(s) if it is different from the original author.

Date of (ADM) agency decision that the child should be placed for adoption:

Date of completion of update to report for panel recommendation that the child should be placed with identified prospective adopters:

Date of panel recommendation that the child should be placed for adoption with identified prospective adopters:

Date of (ADM) agency decision that the child should be placed with identified prospective adopters:

Date of care order/placement order or any other orders made:

Should any other person be made a party to the proceedings?

If yes, give name and relationship to the child:

Parties to an application for a placement order will be the local authority, each parent with PR or any guardian of the child, any person in whose favour an order under the 1989 Act is in force in relation to the child, the child, and the parties or any persons who are or who have been parties to proceedings for a care order in respect of a child where those proceedings have led to the application for the placement order. Ensure that any family members or any other person who was a party to the care proceedings are included in this application.

Remember fathers without PR – have you identified him? You need to serve him notice of the placement order application if he was not a party to the care proceedings. If he was a party to the care proceedings, then he is a party to these proceedings.

Consult your legal advisers if unsure.

Are any of the respondents to this application under the age of 18?

If yes, give name and date of birth:

Is any respondent to this application incapable of managing or administering their affairs because of a mental disorder within the meaning of the Mental Health Act 1983?

If yes, attach medical evidence of the mental disorder and its effect on the person's ability to make decisions in these proceedings. State whether the person is represented by the Official Solicitor in these or related proceedings.

SAMPLE

Legal status of child

If there is a court order in force, provide name of court, date on which order was made and type of order:

Have any orders been applied for but not yet granted? If so, which orders and at which court and date of application?

Give date of final hearing if known:

If the child is subject to proceedings, who are the parties to the proceedings?

This relates to the care proceedings – list who are parties to the care proceedings.

Is the child provided with accommodation under section 20 or section 59(1) of the Children Act 1989 (provision of accommodation by voluntary organisations)?

Yes/No

Give details of any formal or advanced consent to the placement of the child for adoption and the making of the adoption order (and whether yet witnessed by a CAFCASS Cymru officer):

CAFCASS Cymru Officer's views:

It is important that the Children's Guardian's views on the care plan for adoption are sought and recorded here. You may wish to ask for these in writing or confirm with the Guardian his or her exact views. If the Guardian has not yet reached a view as to whether the child should be placed for adoption, record it here.

This may need to be updated between the completion of the document at first stage for the CAR and second stage for the Annex B.

Date views obtained:

Updated views obtained:

Has the child any rights/claims under section 30 of the Fatal Accidents Act 1976 or any other rights to or interest in property which they may lose or gain if an adoption order is made?

Yes/No

If yes, please give details:

Supporting documents/professional reports

In compiling this report as a Child’s Adoption Report for the ADM, if evidence has been drawn from the reports and documents of other professionals, give details below. These reports must be appended either in full version or as agreed, authenticated synopses of the reports, as sources of further information. Consent to use these reports will need to be sought from the author and/or the court.

The list of reports will be known as the ‘Re B list’.

List the medical adviser’s adoption report and any updated reports here and append in full to the report.

Name of report	Author of report	Professional position	Date of report
-----------------------	-------------------------	------------------------------	-----------------------

Date consent given

SAMPLE

SECTION B: THE CHILD AND THE BIRTH FAMILY

PART 1: INFORMATION ABOUT THE CHILD

Three copies of the child's birth certificate should be obtained for a placement order application, to confirm name spelling, who has parental responsibility and also for safe keeping on the file for the child's future access.

Child's key information

Surname:

First names:

Other names child is known by (including familiar names):

Date of birth:

Place of birth:

Nationality:

Ethnicity and cultural background/languages spoken:

See additional notes on ethnicity.

Sex:

Current address:

Can be withheld if confidential.

Local authority area of this address:

The current carer of the child

Name of person(s) at this address who is the main carer of the child:

Can be withheld if confidential and can be inserted at a later stage.

Relationship/status of this person(s) to the child:

Telephone number of carer:

Can be withheld if confidential.

Information about each parent of the child

Birth mother's name:

Date of birth:

Birth father's name:

Date of birth:

Does birth father have parental responsibility (PR) for the child?

YES/NO

Does anyone else have PR for the child?

YES/NO

If yes, give details in section on other people with PR

Details of siblings (full and half)

Include all paternal and maternal half siblings.

Include any additional siblings at a later stage.

Name of sibling	Date of birth	Tick if living with child

Child's ethnicity, heritage and language

Ethnicity of child's birth mother:

See additional note on ethnicity.

Ethnicity of child's birth father:

See additional note on ethnicity.

Religion of child's birth mother (indicate if this is active or nominal):

Religion of child's birth father (indicate if this is active or nominal):

Has a religion been identified for the child (indicate which and by whom)?

Does the child actively participate in their religious faith?

Has the child been formally admitted to their religion through a recognised ceremony (state which)?

Child's first language:

Identify any other languages the child uses in daily living:

Child's photograph

*A recent good quality photograph of the child should be scanned, copied or attached (with the date written on the back).
Update the photograph at later stages of the process.*

Date photograph taken:

The child's story:

Here, you need to provide a brief narrative of the child's history, including the reasons for the local authority's involvement, support offered to the family, the reasons for commencing care proceedings and the assessments undertaken on birth parents and any family or friends. You do not need to go into the detail of those assessments as they are appended to the report, but summarise the assessment undertaken and the conclusions/recommendations reached.

This narrative is particularly important for the child, when an adult, to make sense of his or her past and the process by which he or she came to be adopted. The form will also be read by adoptive parents and needs to have information that they can pass on to the child about the birth family and what was done in order to address the difficulties that they had in caring for the child.

Briefly describe the child's physical characteristics:

E.g. eye and hair colour, skin tone, general build. Highlight any physical features, including any physical disability, which may be significant in matching the child with prospective adopters.

Briefly describe the child's personality:

Given the subjective nature of this description and the possibility that the child will read this in later life, considerable care should be exercised in using words and phrases that are accurate and give a balanced and helpful picture of the child. Describe the child in a way that is helpful for prospective adoptive parents to read when considering linking and matching.

Invite the foster carer and/or parent to assist you with this description. They will know particular aspects of the child better than you. You should also talk to others who know the child, for example, social workers, teachers, nursery staff, family members, siblings, etc. You need to paint a picture of the child's likes, dislikes, interests, hobbies, achievements and aspirations. The readers (ADM, court, prospective adopters and adult child) should be able to get a real sense of the child from this section.

Child's emotional, behavioural and social development history since birth:

*Reflecting upon the child's known history and care chronology, outline the history of the child's emotional, behavioural and social development **from birth to date**. What is the child's capacity for making and sustaining relationships? Address the following:*

- *how their current carers describe them in terms of warmth, enjoyment or wariness of intimacy, their playfulness, their responses to daily routines, to boundaries being set and to changes in routine or circumstances;*
- *how the child is developing relationships with other children in the family, including siblings, foster children or the birth children of the carers;*
- *how the child is developing relationships with those outside the family such as friends, children at nursery/school, staff members. Do they maintain appropriate wariness of strangers or are they over-familiar?;*
- *the child's developing sense of belonging to important people in their life;*
- *any reactions, behavioural issues and potential needs arising from previous experiences, e.g. separation from parents, witnessing domestic violence or experiencing neglect. Describe these behaviours and the impact on others. These behaviours do not just refer to those associated with older children. All children have emotional and behavioural developmental needs, e.g. finding it hard to sleep or experiencing "tantrums". If a child has moved through a difficult behavioural pattern, this should be highlighted for prospective adopters as that pattern may re-emerge upon adoptive placement.*

Self-care skills and social presentation:

Describe the child's development of their capacity to appropriately care for themselves in relation to their age and abilities.

Describe the child's daily routines, including eating, hygiene, getting dressed/undressed, bedtimes, leaving for playgroup/nursery/school.

Are there any specific factors that need to be taken into account in placing the child in an adoptive family?

This should include any special arrangements needed to support the child in developing their self-care skills or daily routines.

If the child has any particular dislikes in relation to daily routines, self-care, etc, these should be described.

Interests, likes and dislikes:

Describe the child’s particular interests in play, hobbies, music, sporting activities, etc. If she or he has particular aptitudes or talents, these should be noted. If there are significant things the child dislikes, these should also be noted.

Identity:

Summarise the development of the child’s identity. This section provides an opportunity to explore placement and matching considerations and those factors that should be given priority in identifying prospective adopters. Particular consideration should be given to the child’s linguistic needs, where appropriate. See the guidance notes on ethnicity.

Health:

*Place here the summary from Agency Medical Adviser Part C (Summary Report and Health Recommendations for Child Care Plan) from Forms IHA–C or IHA–YP and, if completed, RHA–C or RHA–YP **and any update reports**. (It is very important to ensure that any known genetic risk factors, health conditions or impairments, or mental health factors which may be significant when considering a prospective adoptive placement for the child are identified. Include any information about the child’s family health history which may be relevant to the child’s future and future placement.)*

You may wish to add the carer’s views, e.g. on caring for a child with a particular condition or additional need, but be careful to avoid duplicating the material already covered by the medical adviser.

Education:

Using the details supplied in the education chronology, outline the significant factors about the child’s education (including early education in playgroups or nursery) and progress to date, and the anticipated needs of the child in relation to their education that should be taken into account in planning the adoptive placement.

Include:

- any current educational provision/achievements made/needs identified/support currently in place;
- the anticipated school placement (if relevant)/any identified support needs;
- if the child is too young for formal education, then refer to the child’s development; include an assessment of fine and gross motor skills, language development, achievements and ability. For example, can the child feed him or herself, is he/she curious, does he/she enjoy books, can he/she run/skip/pedal a bike? Is the child presenting with the ability to learn and develop or is his/her presentation causing concern?

**CHRONOLOGY
THE CHILD’S EDUCATION**

This section should include all school placements, including playgroup and nursery provision.

From (date)	To (date)	Name of provider and address	Type of educational provision

Does the child have a statement of special educational needs under the Education Act 1996, or is he or she receiving additional support outside the provisions of a statement, e.g. behaviour support plan (one-to-one arrangements)?

Yes/No

If yes, include a summary of the main features and requirements/attach copy of the latest school and educational psychologist's report.

Child's wishes and feelings

If the child is unable to complete (with support) the comment form set out in blue below, please indicate what is known about the child's current wishes and feelings in relation to the proposed plan and include details of what work has been undertaken with the child to help them understand their current situation and proposed plan. Again, you should take contributions from all those involved with the child, including foster carers.

Refer to your own agency's guidance on ascertaining the child's wishes and feelings.

Social worker's analysis of the child's needs and the implications for their future placement:

This should be an analysis and summary of the child's needs based on their history and including information provided from other sources, e.g. the current carer, school and health professionals. The social worker can consider the skills and qualities which prospective adopters will need.

This part of the report should be updated for the purposes of matching in order to reflect the child's current development. Any update should be clearly signed and dated by the author.

Update. Author.....Dated.....

ABOUT ADOPTION IN MY OWN WORDS

Child's name:

If your care plan is for adoption, your social worker will have talked to you about adoption and shown you the children's *Guide to Adoption* workbook. They should have told you what this means. They should also have told you what they are going to do to find you adoptive parents.

If you feel you still do not understand what adoption means, you should ask to be told again until you feel that you understand.

It is very important for the adults who are making decisions about this to understand what you think and feel about adoption.

You may want to write what you think about adoption in your own words. You can do this below. You may want an adult to write this for you. You might have lots to say. You may have very little to say. It is up to you, but whether it is a lot or a little, it is always very important. You can use extra paper if you like.

What I want for my future

What I think about being adopted:

What I think I want my adoptive parents to be like:

CORAMBAAF CAR/ANNEX B (2015) Section B, Part 1. Information about the child

Here are some other important things that you may want to say something about:
You may go to a church, mosque, synagogue or temple. You may say prayers. If this is so, it is important that social workers know about this so that your adoptive parents know about this too.

Do you go to a church, mosque, synagogue or temple to say prayers?

Do you want to say any more about this?

There are lots of important things about you. These might include the place where you were born or have lived, the festivals or celebrations you like, the clothes you wear, the kinds of people you like to be with, the food you like, or the food you don't like or don't eat. It will be very important to make sure that your adoptive parents know these things about you.

Ask somebody who knows you well to help you put your thoughts into writing below:

After you are adopted, it may be possible for you to stay in touch with people who are very important to you now. Your social worker can explain how this can happen.

You may want to say something about each of these people and how you want to stay in touch with them.

Write down the names of the people who you want to stay in touch with below. Ask somebody else to help you if you need to or want to.

SAMPLE

DETAILS OF CHILD’S BIRTH FAMILY

Child’s family structure

This can be presented as a family tree or genogram, but where a family is very large and/or complicated, it may be clearer to list the relevant family members rather than use a diagram. This section should normally go back to the child’s grandparents’ generation and include all siblings, half-siblings and significant family members. Use dates of birth when known rather than ages.

CHRONOLOGY

THE CHILD’S CARE SINCE BIRTH

This chronology should include all the moves and changes in carers to date, including parents and other birth family members as well as other carers.

Age of child (years and months)	Date placement started*	Date placement finished	Placement with parent(s), wider family, foster care, residential care, boarding school	Name of principal carer(s)	Is there any continuing contact between the child and this carer(s)? State frequency	Reason for move

CHILD’S BIRTH MOTHER

Provide as much detail as you can here. You will need to invite the birth mother to provide information. If she is unable or unwilling to assist you, record your attempts to engage her. The child’s birth mother needs to know that this information will be wanted by her child in the future. Invite her to give written consent to information being shared. Again, if this is refused, record the attempts you have made to engage her.

You may be able to obtain information further on in the process. Updates to this section can always be made at a later date.

Birth mother’s key information

CORAMBAAF CAR/ANNEX B (2015) Section B, Part 1. Information about the child

Surname:

First names:

Are these the names used at the time of the child's birth?

Yes/No

If no, what were they?

Other names (including familiar names):

Date of birth:

Place of birth:

Nationality:

Ethnicity and cultural and linguistic background:

First language spoken:

Religion:

Current address:

Local authority area:

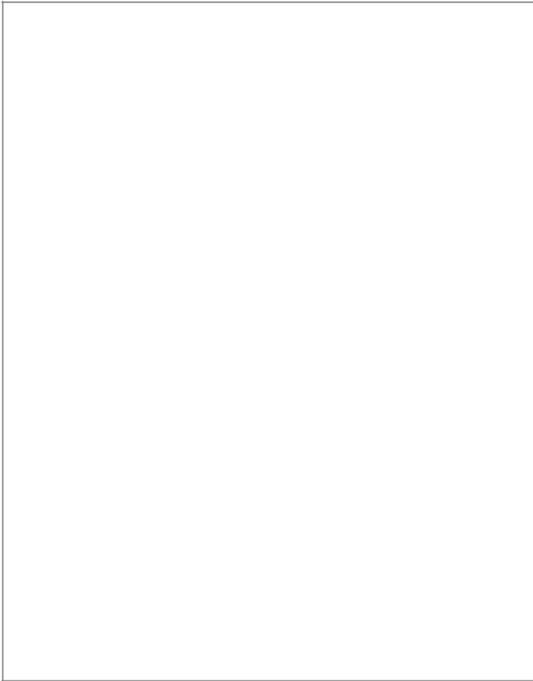
Identify the last known type of educational provision that she attended:

Current occupation or profession:

Brief details of her employment history:

Brief description of the home and neighbourhood where she lives:

A recent good quality photograph should be attached or scanned (if appropriate)



Date of photograph:

(The date should also be written on the back of the photograph)

Briefly describe the birth mother's physical characteristics, her personality, likes and dislikes, any health issues, disability and/or additional learning needs.

Look for positives as well as not-so-positive qualities. The child will need to know this information, as will the adoptive family. It is important to be honest but not judgemental. As the child's birth mother, what would she like her child to know about her? How would she describe herself to her child in the future?

Confirmation that the birth mother knows of the plan to place the child for adoption:

Yes/No

Has she given formal consent to the placement of the child for adoption (witnessed by a CAFCASS Cymru Court Officer)?

Yes/No

Has she given advanced consent to the making of an adoption order (witnessed by a CAFCASS Cymru Court Officer)?

Yes/No

If she has given advanced consent, has she also given notice that she does not wish to be notified of the application for an adoption order?

Yes/No

Has she received counselling from an independent person in relation to the plan for adoption (if yes, give details)?

Yes/No

Has she been given the opportunity to state her views on the adoption plan for her child?

Yes/No

Has she been shown a copy of Section B of this report?

Yes/No

SAMPLE

CHILD'S BIRTH MOTHER'S PARTNER

If the child's birth mother's current partner is not the birth father of the child, please complete information below.

Surname:

First names:

Other names (including familiar names):

Sex:

Status of relationship with birth mother (married, civil partnership, cohabiting):

Length of relationship:

Involvement with child

Briefly outline the involvement that this partner has had with the child. Have they ever cared for the child? Have they attended contact?

Occupation or profession:

SIGNIFICANT EVENTS IN THE BIRTH MOTHER'S LIFE (WHERE REASONABLY PRACTICABLE)

Here, you should attempt to provide a balanced picture of the birth mother's life, and bear in mind the adult child reading this material, whilst at the same time providing all significant details. Do not attempt to cut and paste the care proceedings chronology, but try to cluster particular events, e.g. incidents of domestic violence or a number of moves of address within a short time period.

Start date	End date	Detail any significant events in the birth mother's life, such as change of principal carer, moves, bereavement or loss, major illness not recorded elsewhere on this form	Reason or explanation (if appropriate)

BIRTH MOTHER'S VIEWS

Note: wherever possible, and if the agency considers it appropriate, this record should be completed by the birth mother in her own words. It may be used as an important source of information for the agency in making its decisions and, when and where appropriate, for the child and the adoptive parents in understanding the child's background. It is important that the birth mother understands the importance of these questions and the reasons that they are being asked. The form should be used wherever possible within the context of a counselling interview(s) (required by Regulation 14, Adoption Agencies (Wales) Regulations 2005).

You might not be in agreement with the plan, but we would like to ensure that we know what your hopes are for your child's future.

If the plan for adoption does go ahead, your views will be included in the plan.

This information will also stay on the child's adoption file, so that if they as an adult look for information, it will be available to them and will help them understand what your views were.

You will also be asked to give your consent so that any information you give now can be available for your child as they are growing up and when they are an adult.

If you do not understand the questions you are being asked or need help in answering them, you should seek advice and support from somebody who is experienced in adoption matters and can help you with this.

It is also important for you to understand that, whilst the adoption agency must take into account your wishes or feelings, the adoption agency and the adoptive parents cannot be required to follow them.

Name of birth mother:

Name of child:

Observations on the adoption report

I have read the parts of Section B of the adoption report relevant to my child and to me.

Dated:

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

Factual corrections which need to be made are:

What things would you like your child/children and the adopters to know about your childhood and the way that it has influenced you? In time, it will be very important for your child to have a better understanding of your life and why it has sometimes been difficult for you to manage. It will help if your child has a picture of both the good things and the difficult experiences you may have had whilst growing up.

Do you have any wishes or feelings about your child/children in relation to the plan to place them for adoption?

If your child is placed for adoption, what are your thoughts and feelings about contact?

CORAMBAAF CAR/ANNEX B (2015) Section B, Part 1. Information about the child

Are there any other comments you would like to make about the way in which you would like your child/children to be brought up in their adoptive family?

I agree that all the details in this parental views form can be given to my child and to the adopters with whom he/she may be placed for adoption.

I agree to this, in the knowledge that it will allow my child to understand more about his/her history and birth family and give the adopters necessary information to help them bring up my child with the correct knowledge of their background and to be able to answer my child's questions.

Date completed:

If the birth mother refuses, or is unable, to engage in completing the form, the headings above should be completed by the author and the date on which the birth mother's wishes and feelings sought recorded. It should be borne in mind that views can change over time and those changes recorded and dated.

Date wishes and feelings last obtained:

Update. Author..... Dated.....

SAMPLE

BIRTH FATHER/SECOND PARENT

Remember that it is important to take all reasonable steps to identify the birth father, for the purposes of the care and placement order proceedings and for the child in future life.

If there has been or is any doubt as to the child's paternity, this issue should be explored now if it has not been explored already.

If the identity of the child's birth father is unknown, remove the information relating to the birth father and insert a paragraph providing details of all the attempts made to identify and contact him. Provide any other relevant information, e.g. the birth mother's explanation of the circumstances surrounding the child's conception.

If you do know the birth father's identity, provide as much detail as you can here. You will need to invite the birth father to provide information. If he is unable or unwilling to assist you, record your attempts to engage him. The child's birth father needs to know that this information will be wanted by his child in the future. Invite him to give written consent to information being shared. Again, if this is refused, record the attempts you have made to engage him.

You may be able to obtain information later in the process. Updates to this section can always be made at a later date.

Birth father's key information

Surname:

First names:

Are these the names used at the time of the child's birth?
Yes/No

If no, what were they?

Other names (including familiar names):

Date of birth:

Place of birth:

Nationality:

Ethnicity and cultural and linguistic background:

First language spoken:

Religion:

Current address:

Local authority area:

CORAMBAAF CAR/ANNEX B (2015) Section B, Part 1. Information about the child

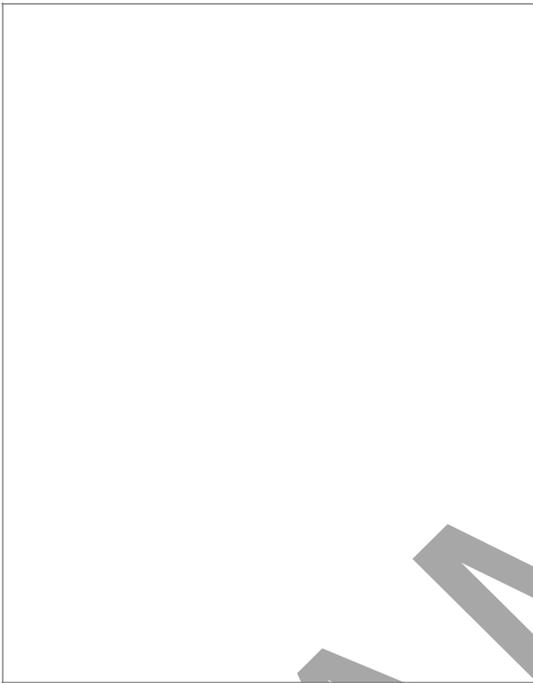
Identify the last known type of educational provision that he attended:

Current occupation or profession:

Brief details of his employment history:

Brief description of the home and neighbourhood in which he lives:

A recent good quality photograph should be attached or scanned (if appropriate)



Date of photograph:

(The date should also be written on the back of the photograph)

Briefly describe the birth father's physical characteristics, his personality, likes and dislikes and any health issues, disability and/or additional learning needs.

Look for positives as well as not-so-positive qualities. The child will need to know this information, as will the adoptive family. It is important to be honest but not judgemental. As the child's birth father, what would he like his child to know about him? How would he describe himself to his child in the future?

Relationship with child's birth mother

What was the status of the relationship with the child's birth mother at the time of the birth of the child (married, cohabiting)?

Current status of the relationship (separated, divorced, living apart):

Give a brief description of the past and current relationship of the birth parents with each other:

SAMPLE

Birth father without Parental Responsibility (PR)

Has the paternity of the child been confirmed?

Yes/No

If yes, indicate how:

Is anybody else claiming paternity of the child?

Yes/No

If yes, give brief details:

Is the identity of the birth father without PR known to the agency?

Yes/No

Does the birth father know of the birth of the child?

Yes/No

If no, and the agency knows his identity, has the agency decided that it is appropriate to counsel and advise him?

Yes/No

If yes, what steps have been taken to counsel and advise him and are these continuing?

If no, give reasons why he has not been offered/taken up counselling and advice.

Does the birth father intend to apply for parental responsibility for the child, or for a residence or contact order?

Yes/No

Give details:

Has there been contact between the agency or any other agency and the birth father?

Yes/No

If yes, give brief details

Birth father with Parental Responsibility for the child

How did he acquire parental responsibility for this child? (Please indicate)

By marriage to the birth mother (before or after the birth) Yes/No

Registration on the birth certificate (only after 1 December 2003) Yes/No

Parental responsibility agreement with birth mother – section 4, CA 1989 Yes/No

Parental responsibility order – section 4, CA 1989 Yes/No

Does he know of the plan to place the child for adoption? Yes/No

Has he given formal consent to the placement of the child for adoption (witnessed by a CAFCASS Cymru Court Officer?) Yes/No

Has he given advanced consent to the making of an adoption order (witnessed by a CAFCASS Cymru Court Officer?) Yes/No

If he has given advanced consent, has he also given notice that he does not wish to be notified of the application for an adoption order? Yes/No

Has he been shown a copy of Section B of this report?

If the child's birth father's current partner is not the birth mother of the child, please complete

Surname:

First names:

Other names (including familiar names):

Sex:

Status of relationship with birth mother (married, civil partnership, cohabiting):

Length of relationship:

Involvement with child

Briefly outline the involvement this partner has had with the child. Have they ever cared for the child? Have they attended contact?

Occupation or profession:

SIGNIFICANT EVENTS IN THE BIRTH FATHER'S LIFE (WHERE REASONABLY PRACTICABLE)

Here, you should attempt to provide a balanced picture of the birth father's life, and bear in mind the adult child reading this material, whilst at the same time providing all significant details. Do not attempt to cut and paste the care proceedings chronology, but attempt to cluster particular events, for example, incidents of domestic violence.

Start date	End date	Detail any significant change of principal carer, move, bereavement or loss, major illness not recorded elsewhere on this form	Reason or explanation (if appropriate)

SAMPLE

BIRTH FATHER'S VIEWS

Note: wherever possible, and if the agency considers it appropriate, this record should be completed by the birth father in his own words. It may be used as an important source of information for the agency in making its decisions and, when and where appropriate, for the child and the adoptive parents in understanding the child's background. It is important that the birth father understands the importance of these questions and the reasons that they are being asked. The form should be used wherever possible within the context of a counselling interview(s) (required in Regulation 14, Adoption Agencies (Wales) Regulations 2005).

You might not be in agreement with the plan, but we would like to ensure that we know what your hopes are for your child's future.

If the plan for adoption does go ahead, your views will be included in the plan.

It will also stay on the child's adoption file, so that if they as an adult look for information, it will be available to them and will help them understand what your views were.

You will also be asked to sign a consent form so that any information you give can be available for your child as they are growing up and when they are an adult.

If you do not understand the questions you are being asked or need help in answering them, you should seek advice and support from somebody who is experienced in adoption matters and can help you with this.

It is also important for you to understand that, whilst the adoption agency must take into account your wishes or feelings, the adoption agency and the adoptive parents cannot be required to follow them.

Name of birth father:

Name of child:

Observations on the adoption report

I have read the parts of Section B of the adoption report relevant to my child and to me.

Dated:

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

Factual corrections which need to be made are:

What things would you like your child/children and the adopters to know about your childhood and the way that has influenced you? In time, it will be very important for your child to have a better understanding of your life and why it has sometimes been difficult for you to manage. It will help if your child has a picture of both the good things and the difficult experiences you may have had whilst growing up.

Do you have any wishes or feelings about your child/children in relation to the plan to place them for adoption?

Do you have any wishes or feelings about your child/children in relation to their future religious, linguistic or cultural upbringing?

If your child is placed for adoption, what are your thoughts and feelings about contact?

CORAMBAAF CAR/ANNEX B (2015) Section B, Part 1. Information about the child

Are there any other comments that you would like to make about the way you would like your child/children to be brought up in their adoptive family?

I agree that all the details in this parental views form can be given to my child and to the adopters with whom he/she may be placed for adoption.

I agree to this, in the knowledge that it will allow my child to understand more about his/her history and birth family and give the adopters necessary information to help them to bring up my child with the correct knowledge of their background and to be able to answer my child's questions.

Date completed:

If the birth father refuses, or is unable, to engage in completing the form, the headings above should be completed by the author, and the date on which his wishes and feelings were sought recorded. It should be borne in mind that views can change over time and those changes recorded and dated.

Date wishes and feelings last obtained:

Update. Author.....Dated.....

SAMPLE

SAMPLE

Does anybody else have parental responsibility for the child? (e.g. legal guardian or special guardian) Yes/No

If yes, their details should be recorded below

Name	Relationship to child	How was PR obtained?	Sex	Date of birth	Ethnicity	Nationality	Address

Information about any other relatives or any other person the agency considers relevant

Name	Relationship to child	Sex	Date of birth	Place of birth	Ethnicity	Nationality	Address, if appropriate

The wishes and feelings of any of the above the agency considers relevant

Here, you should briefly outline the wishes and feelings of any people who are significant to the child. How do they view the plan for the child to be adopted? Have they plans themselves to care for the child? How do they see any continuing relationship with the child once placed for adoption? This should include the wishes and feelings of the current carers, particularly if they are friends and family carers.

SIBLINGS

Sibling 1 (repeat this section for each sibling separately)

Surname:

First names:

Date of birth:

Place of birth:

Sex:

Ethnicity/cultural
background/
languages
spoken:

Nationality:

A recent good quality photograph should be attached and scanned if appropriate.

Date of photograph:
(This should be also be written on the back of the photograph)

Briefly describe the child's physical characteristics
Details:

Birth mother's full name
(surname first)

Surname:

First name(s):

Birth father's full name
(surname first)

Surname:

First name(s):

Current carer's name (where appropriate):

Current carer's address (if appropriate):

Relationship/status of current carer to child:

Is this sibling currently looked after?

Yes/No

Name and address of the local authority that has responsibility for this sibling:

Is this sibling provided with accommodation under section 59(1) of the Children Act 1989 (accommodated by a voluntary agency)?

Yes/No

Legal status of sibling:

Is there a court order in force?

Yes/No

If yes, type of order:

Name of court:

Date on which order was made:

Has an order been applied for and not yet granted? Please give brief details.

Yes/No

Details:

What is the current plan for this child? Give brief details:

If the plan for this child is adoption, indicate if this sibling is to be placed with the child subject to this CAR?

Give a brief physical description of this sibling:

CORAMBAAF CAR/ANNEX B (2015) Section B, Part 1. Information about the child

Outline the nature of the relationship of this sibling to the child subject to this report, including the length of the relationship, where and when they have lived together, the frequency of the contact and the quality of their relationship (contact plans are outlined following this section).

If the siblings are not to be placed together, provide the reasons why that is the plan, whether the plan has subsequently changed as a result of not being able to find a match, and how long the search took before a change of plan was made.

Wishes and feelings of the sibling

This part of the report needs to be updated for the purposes of matching and for the child to see when an adult.

Update. Author.....Date.....

SAMPLE

SAMPLE

SAMPLE

PART 2: RELATIONSHIPS WITH AND CONTACT ARRANGEMENTS FOR THE CHILD

SAMPLE

CORAMBAAF CAR/ANNEX B (2015) Section B, Part 2. Relationships with and contact arrangements for the child

CURRENT contact arrangements

This should include details of whether existing contact arrangements have been kept, whether any issues have arisen in relation to contact, the impact of contact on the child, and how existing contact arrangements have informed the future plans for contact outlined below.

SAMPLE

CORAMBAAF CAR/ANNEX B (2015) Section B, Part 2. Relationships with and contact arrangements for the child

	What is the current contact plan?	Frequency	Location	Comments on the current contact arrangements (This should focus on the way in which contact is meeting the child's needs)
Birth mother				
Birth father				
Birth mother's current partner				
Birth father's current partner				
Maternal grandmother				
Maternal grandfather				
Paternal grandmother				
Paternal grandfather				
Sibling 1 (Name)				
Sibling 2 (Name)				
Sibling 3 (Name)				
Sibling 4 (Name)				
Sibling 5 (Name)				
Sibling 6 (Name)				

CORAMBAAF CAR/ANNEX B (2015) Section B, Part 2. Relationships with and contact arrangements for the child

Significant others (Name and relationship)				
Significant others (Name and relationship)				
Significant others (Name and relationship)				

SAMPLE

CONTACT ARRANGEMENTS FOR THE CHILD

PROPOSED contact arrangements

The agency must consider the likelihood of any existing relationship continuing and the value to the child of its doing so, throughout childhood and beyond. Include the proposals for any reduction in contact between the making of the placement order and match. The purpose of future contact needs to be explained; include whether contact is important for the child to maintain significant relationships, or for identity purposes. Use your previous analysis of the quality and value of previous contact to inform your plans for future contact. Outline the support that will be required from the agency to facilitate any planned post-adoption order contact.

Any changes to the contact plan made after the first plan should be recorded.

	What are the proposed contact arrangements post-placement and post-adoption order? Outline the purpose of contact and type of contact planned: direct, letterbox, proposed frequency, other details
Birth mother	
Birth father	
Birth mother's current partner	
Maternal grandmother	
Maternal grandfather	
Paternal grandmother	
Paternal grandfather	
Sibling 1 (Name)	
Sibling 2 (Name)	
Sibling 3 (Name)	
Significant others (Name and relationship)	

SAMPLE

SAMPLE

PART 3: SUMMARY OF THE ACTIONS OF THE ADOPTION AGENCY

THE DECISIONS AND ACTIONS TAKEN BY THE LOCAL AUTHORITY WITH RESPECT TO THE CHILD

(to include):

(a) Brief account of the agency's actions in the case, with particulars and dates of all written information and notices given to the child and his or her parents and any person with parental responsibility

You have provided the narrative for the child's history of involvement, including the reasons why the child has been subject to care proceedings and has a proposed care plan for adoption, in Part 1 of Section B. The chronology below should provide the background information to that narrative. You should record all the decisions made and actions taken in pursuit of a care plan for adoption.

Include:

- key review decisions;*
- care planning meetings;*
- professionals meetings;*

since the local authority has been involved with the child.

Include dates and particulars of all written information and notices of hearings that you have given the child, his or her parents and others with parental responsibility.

Include other important decisions, such as whether to place siblings together or apart and when independent support was offered to birth parents.

Include dates and particulars of the attempts made to inform a birth father without PR of the placement order application.

Date	Social worker responsible	Brief description of agency decision or action

(b) If consent has been given for the child to be placed for adoption, and also consent for the child to be adopted, the names of those who gave consent and the date such consents were given. If such consents were subsequently withdrawn, the dates of these withdrawals

Refer to chronology above if relevant.

(c) If any statement has been made under section 20(4)(a) of the 2002 Act that a parent or guardian does not wish to be informed of any application for an adoption order, the names of those who have made such statements and the dates the statements were made. If such statements were subsequently withdrawn, the dates

CORAMBAAF CAR/ANNEX B (2015) Section B, Part 3. Summary of the actions of the adoption agency

of these withdrawals

Refer to chronology above if relevant.

(d) Details of the support and advice given to the parents and any services offered or taken up

Refer to relevant information already in the report.

(e) If the birth father does not have PR, details of the steps taken to inform him of the application for a placement order

Refer to the chronology above if relevant.

(f) Brief details and dates of assessments of the child's needs, including expert opinions

Refer to relevant information already in the report.

(g) Reasons for considering that adoption would be in the child's best interests (with date of relevant decision and reasons for any delay in implementing the decision)

State that this information is available in Section C (a) below. Address any issues in relation to delay here.

ABILITY AND WILLINGNESS OF FAMILY MEMBERS OR RELEVANT PERSONS TO CARE PERMANENTLY FOR THE CHILD

For each parent or guardian and/or, where relevant, the child's relatives or any other person, outline an assessment of the ability and willingness to provide the child with a secure environment that encourages their full development and meets their needs. Include the care/legal options that have been explored in relation to this carer and the reasons why the options will not meet the child's needs (s.1(4)(f)(ii), ACA 2002). Refer to any assessments listed in Section A of the report and provide a brief summary of the assessment's conclusions and recommendations. This detail is important as adoptive parents (and later the child) may not have access to the full assessments.

Name:

Relationship to the child:

Assessment of the likelihood of the relationship continuing and the value to the child of its doing so:

Assessment of their ability and willingness to provide a secure environment in which the child can develop and otherwise to meet the child's needs:

Their wishes and feelings regarding the child and date ascertained (if not already covered):

SECTION C: RECOMMENDATIONS

- (a) The relative merits of a placement order and other orders (such as a child arrangements order or special guardianship order), including an assessment of why the child's long-term interests are likely to be best met by adoption rather than by any other order

Evidence is required here that nothing but an adoption order will meet this child's needs. Refer to any assessments outlined above. Remember to employ the balance sheet approach.

- (b) Recommendations as to whether there should be future contact arrangements (or not), including whether a contact order under section 26 of the 2002 Act should be made

In order to evidence that this report has been updated, keep this table up to date.

Version	Author	Manager	Dated
Original			
Update 1			
Update 2			
Update 3			
Update 4			

SAMPLE

ADDITIONAL DOCUMENTS REQUIRED FOR CHILD'S ADOPTION REPORT

CONSENT BY BIRTH PARENT FOR INFORMATION SHARING

(RE: Access to Information (Post-Commencement Adoptions) (Wales) Regulations 2005)

(For each parent, complete a separate sheet)

This form should be used in all cases to gain birth parents' consent to share their personal information with their child and the child's prospective adopters now and in the future.

This form allows the full adoption report form to be shared with the adopters at the time of linking; it also means that when the child reaches 18 and wishes to access their records, they can also do so without information on their birth parent being removed.

The aim of this is to help the adopted adult understand the reasons why they became accommodated and why the plan for them was adoption.

Consent by birth parent(s) to disclosure of information

I, PARENT FULL NAME HERE:

The parent of CHILD'S NAME:

I have read all the information relating to me contained in my child's adoption report (dated:).

I agree that all my personal details and identifying information contained in the child's adoption report can be given to my child and to the adopters with whom he/she may be placed for adoption.

I agree to this, in the knowledge that it will allow my child to understand more about his/her history and birth family and give the adopters necessary information to help them to bring up my child with the correct knowledge of their background and to be able to answer my child's questions.

Any agreed restrictions on the circumstances in which information may be disclosed are to be recorded here; if none, state 'none'.

Signature of parent:

Date agreement made:

Signature of witness:

Name of witness (please print):

Date:

SAMPLE

CONSENT BY FOSTER CARER or GUARDIAN FOR INFORMATION SHARING

(For each person, complete a separate sheet)

We are grateful for the care that you have offered to CHILD'S NAME prior to their placement for adoption.

It might be that you remain in touch with him/her/them and his/her/their adoptive parents, in which case they will know who you are and be able to ask any questions that they have about the time they lived with you.

Sometimes this contact does not continue and young people, when they reach the age of 18, are able to access their files (although most young people in fact are older than 18 when they do this). Often, they are looking for information about birth family members, but some will enquire about foster carers who have looked after them.

You will have provided information for a life story book and/or a memory box, but if/when the child(ren) access their file and if they would like information about yourself, we need your consent to disclose that to them.

While it is difficult to predict how things will be managed in 10/20 years' time, we would be grateful if you would sign to say that this has been discussed with and explained to you and that you are happy for information about you to be shared with the young adult. This would include your full name, date of birth and address (at the time of placement). Thank you.

SAMPLE

Consent by foster carer or former guardian(s) to disclosure of information

I, FOSTER CARER'S/GUARDIAN'S FULL NAME HERE:

In respect of CHILD'S NAME:

Have read and discussed the above information and am agreeable to information about myself/ourselves being shared with CHILD'S NAME as they grow up to ensure that they have a full understanding of their history and if, as adults, they access their file, information (including identifying information and addresses) can be shared from that file about their stay with us.

Signature:

Date agreement made:

SAMPLE

SAMPLE

SUPPORTING DOCUMENTS

SAMPLE