

PROSPECTIVE ADOPTER'S REPORT (Scotland) (PAR-S)

(Including Concurrent Planning/Dual Approval of Adopters as Foster Carers)

Reference should be made to the accompanying guidance when completing this form. Where specific guidance has been provided for a particular section, the small reference number indicates the relevant guidance note.

Name of adopter/s

Photograph of adopter/s¹

Social worker's recommendations and advice: (To include recommendations on suitability to adopt, including number of children, age range and any matching considerations, and – where applicable – as a concurrent/dual approved foster carer)
Name of social worker:



SAMPLE

CONTENTS

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

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

Family tree

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

Part 1 – Assessment report

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

Part 2 – Factual information to support assessment report

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

Guidance and additional resources

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

Guidance on completing Form PAR-S

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

Additional forms

Provided along with the PAR-S is an additional 'Registration of Interest' form that agencies may wish to use. This provides the agency with basic facts about the applicants and the information required to undertake statutory checks. CoramBAAF also makes available a set of 10 additional checks and references resources that can be used as and when appropriate. These templates are available to all agencies that have a licence for the PAR-S or Form F (Fostering Scotland). If you are not sure who in your agency has these templates, please contact licences@corambaaf.org.uk.

Formats are available at the end of the guidance for the chronology and ecomap that will be completed by the applicant/s and shared with the assessing social worker. There is also further information about matching considerations at the end of the guidance. Information provided from these documents will contribute to and inform the social worker's assessment. The completed forms will form part of the adopter's case file. Some agencies share them with panels.

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

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

SAMPLE

FAMILY TREE ²

SAMPLE

PART 1: ASSESSMENT REPORT

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

Family and environmental factors

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

Family background and early experience³

(Complete for both applicants when assessing a couple)

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

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

Adult life – work, health and other issues

(Complete for both applicants when assessing a couple)

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

Social worker's analysis of Sections 3–5

Relationships and support networks

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

Social worker's analysis of Sections 6–8**The home, financial circumstances and lifestyle**

9. Accommodation¹² and any issues arising from this.

10. Financial circumstances¹³ and any relevant issues arising from this. Where a dual or concurrent placement is being offered, include information about the applicant/s eligibility for statutory pay and leave during the placement and the agency support that they will expect/need. A template for recording income and expenditure is available in Part 2.

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

Social worker's analysis of Sections 9–11**Becoming adopters – the assessment of adoptive parenting capacity**

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

Motivation to adopt and expectations of placement

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

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

Social worker's analysis of Sections 12–13**Understanding of the needs of adopted children and adoptive parenting capacity**

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

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

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

THE FOLLOWING MATCHING QUESTIONS ARE ASKED AS PART OF REFERRAL TO SCOTLAND'S ADOPTION REGISTER AND MIGHT PROVE A USEFUL FRAMEWORK FOR DISCUSSION. A FULLER VERSION OF THESE QUESTIONS IS GIVEN IN APPENDIX 6 (IN THE GUIDANCE NOTES).

Child/placement characteristic	Information required for adoption register online referral
Age sought	Age: from and to
Preferred sibling group size	Specify preference for single child or a particular size of sibling group
Gender	Preference, if any, for particular gender or combination of genders
Contact	What level of contact will the family be willing to consider (<i>none/indirect/indirect and direct</i>) with: <ul style="list-style-type: none"> • Birth parents • Birth siblings • Extended family • Foster carers/others
Supporting religion and ethnicity	Can the family support a child who differs from them in religion or ethnicity? (<i>Not able/would discuss/willing/particularly able</i>)
Supporting health and development	To what extent will the family be able to support the development of a child with the following issues? <ul style="list-style-type: none"> • Attachment difficulties • Behavioural difficulties • Emotional difficulties • Sexualised behaviour • Developmental delay • Learning difficulties • Special educational needs • Autistic spectrum disorder • Down's syndrome • Foetal alcohol syndrome • Mental health issues • Mobility impairment • Physical impairment • Hearing impairment • Visual impairment • Hepatitis • HIV • Cerebral Palsy • Other medical condition

17. To be completed where the applicant/s is considering a concurrent placement or dual placement (though agencies may wish to consider for other applicants too)

Many children, particularly young babies and infants in concurrency and dual approval placements, may have a range of developmental and health uncertainties, caused by a variety of risk factors: exposure to

substances in utero; viral infections; or parental learning difficulties or mental ill health. Early permanence is a protective influence for development, but does not negate the potential impact of such risk factors.

What is the applicant/s understanding of this and what background factors do they feel able to consider?

18. Has the applicant/s identified alternative carers for their child in the event of their ill health, disability or death? Have they considered the need to write a new will once a child is placed?

Social worker's analysis of Sections 14–18

19. Understanding of the role of a concurrent planning carer or dual approved carer

To be completed only where the applicant/s is considering a concurrent placement or dual placement.¹⁹

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

SAMPLE

Social worker's analysis of Section 19

Summary analysis²⁰ of all key factors leading to the recommendation

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

Recommendation to the panel

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

Signature of social worker completing the report

Signature

Date

Print name

Signature of team manager responsible for the report

The applicants have been given a copy of the adoption agency's privacy notice to comply with the General Data Protection Regulation 2018.

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

Signature

Date

Print name

SAMPLE

Written report on second opinion visits²¹

Name of applicant

Name and status of person completing this report

Report on key areas discussed during visit

Recommendation to the panel on the suitability of the applicant/s to be approved as an adopter and – where applicable – as a concurrent or dual foster carer. This should include any advice about the characteristics and numbers of children to be placed. If this is different from that of the assessing social worker, set out reasons.

SAMPLE

The applicant's observations on the report²²

Name of Applicant 1

Name of Applicant 2

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

Applicant 1

Applicant 2

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

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

The factual corrections that need to be made are:

We/I understand that any information supplied by us/me in respect of this application may be held and/or processed in an electronic form and is subject to the relevant provisions in the Data Protection Act 2018 and other relevant statutes. We/I understand that any information supplied will form part of the agency's case record in respect of our/my application. We have received the privacy notice from the adoption agency that explains how my/our personal data will be kept and shared.

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

Signature

Date

Print name

Signature

Date

Print name

PART 2: FACTUAL INFORMATION TO SUPPORT THE ASSESSMENT REPORT

Please see relevant guidance

Details of agency completing the assessment

Agency reference
number

Name of agency

Address

Postcode

Telephone

Fax

Name of social worker

Name of line manager

Telephone

Telephone

Email

Email

Applicant 1

Surname

First name/s

Other names used (including
familiar names)

Date of birth

Age

Place of birth

Applicant 2

Surname

First name/s

Other names used (including
familiar names)

Date of birth

Age

Place of birth

Home address

Address

Postcode

Length of time at this address

Is this the applicant's
permanent place of residence?

Give details

Home local authority

Applicant 1

Applicant 2

If the applicant is married, give date and place of marriage

If the applicant has a registered civil partnership, give date and place of registration

If the applicant is living with a partner, date on which the applicants set up a household together²³

If the applicant is separated or divorced or has dissolved a civil partnership, give date and name of previous partner

Identity

Applicant 1

Applicant 2

Gender²⁴

Sexual orientation

Nationality

Ethnicity²⁵

Primary language spoken in the home

Other language(s) spoken in the home

Religion or faith group

Practising or non-practising

Does the applicant identify as disabled? Yes/No

Yes/No

Does the applicant identify as trans? Yes/No

Yes/No

Occupation or profession

Applicant 1

Applicant 2

Current occupation (if any)²⁶

Current employer (if any)

Date started

Current hours of work

**Proposed hours of work
following placement of child**

Household Finance

Applicant 1

Applicant 2

**Monthly earned income after
deductions**

**Monthly state benefits (please
indicate type)**

**Monthly income from other
sources**

**Monthly mortgage or rent
payments**

**Any other significant regular
expenditure**

**Are there any significant debts
or loans apart from mortgage?**

SAMPLE

Who else lives in the household?²⁷

Children under 18

Surname	First name/s	Gender	Date of birth	Ethnicity	Relationship to applicant/s	Current school

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

Surname	First name/s	Gender	Date of birth	Ethnicity	Relationship to applicant/s	Education/employment	Were they interviewed?
							Yes/No
							Yes/No
							Yes/No

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

Surname	First name/s	Gender	Date of birth	Ethnicity	Relationship to applicant/s	Were they interviewed?
						Yes/No
						Yes/No
						Yes/No

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

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

Surname	First name/s	Gender	Date of birth	Date of death	Ethnicity	Relationship to applicant/s	Were they interviewed?
							Yes/No
							Yes/No
							Yes/No

Does the applicant/s have adult children living elsewhere?

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

Surname	First name/s	Gender	Date of birth	Date of death	Ethnicity	Relationship to applicant/s	Were they interviewed?
							Yes/No
							Yes/No
							Yes/No

The home and its environment

Include number of rooms including bedrooms, play and garden space, and proposed sleeping arrangements. Is the home accessible for a child with disabilities? Give details if relevant. If there are any pets, give brief details and note any relevant issues.²⁸ Have the applicant/s prepared their home to address any relevant health and safety issues?²⁹ Are there any outstanding issues in relation to the home and its environment?

SAMPLE

The adoption application

SAMPLE

Date of application
(as determined by the policy of
the agency)

Training and preparation groups

Has the applicant/s attended the following?

	Applicant 1		Applicant 2	
	Date started/ completed	Number of sessions	Date started/ completed	Number of sessions
Information sessions				
Group preparation or training sessions to date				
Individual training or preparation sessions to date				
Group training or individual preparation sessions on providing concurrent/dual placements				

Give brief details of composition of group where a group preparation has been attended and set out the areas covered in preparation groups, training workshops, input on concurrency dual placements and e-learning materials completed. A brief summary of any other assessment and preparation methods can also be included here.

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

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

Home study assessment

State number of times applicant/s interviewed

Applicant 1

Applicant 2

Individually

Together

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

Applicant and child/ren together

Child 1 (name)

Child 2 (name)

Child 3 (name)

Child 4 (name)

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

Name

Number of times interviewed

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

SAMPLE

Verification and required checks

Identity and status

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

Domicile and habitual residence ³⁰

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

Health ³¹

	Applicant 1	Applicant 2
Name of General Practitioner		
Address of GP practice		
Telephone		
Name and contact details of the medical practitioner who undertook the statutory health assessment (if different from GP) and date of health assessment		

Where an updated health assessment has been completed, indicate date, by whom, and reason

Date	Medical practitioner	Reason

SAMPLE

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

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

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

Applicant 1 (Name)

Applicant 2 (Name)

Name of medical adviser		
Telephone	Date	

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

Checks³²

SAMPLE

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

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

Yes/No

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

Has the applicant/s been involved in any court proceedings, including Children’s Hearings, about child or family matters?

Yes/No

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

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

Yes/No

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

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

Yes/No

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

Statutory and other checks (give date completed)

	Applicant 1 (date)	Applicant 2 (date)
Enhanced Disclosure check and PVG (for adopters who will also undertake a fostering role)		
Home local authority		
Previous local authorities		
Current employer		
Past employers (where this includes work with children or vulnerable adults)		
School, college, nursery		
Previous partner(s)		

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

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

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

SAMPLE

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

SOCIAL MEDIA AND INTERNET CHECK ³³

SAMPLE

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

Has a check been made using internet search engines? Have social media websites been checked?	Yes/No
If yes, provide details, including any contra-indications arising from these checks, and how these have been considered/addressed. Alternatively, note briefly and cross-reference to the relevant section in the assessment report.	

Summary of personal references completed³⁴

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

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

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

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

Summary and evaluation of information from each referee³⁵

Name of referee

Relationship to applicant

Date of contact and/or visits

Name and status of person completing this report

Summary of key information from written reference and referee visit

Social worker's analysis and weight given to reference³⁶

Name of referee

Relationship to applicant

Date of contact and/or visits

Name and status of person completing this report

Summary of key information from written reference and referee visit

Social worker's analysis and weight given to reference

Name of referee

Relationship to applicant

Date of contact and/or visits

Name and status of person completing this report

Summary of key information from written reference and referee visit

Social worker's analysis and weight given to reference

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

SAMPLE

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

Ecomap³⁷

An exemplar is attached to the guidance notes.

SAMPLE

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

Chronology³⁸

A template is attached to the guidance notes.

SAMPLE