

Appendix Two

Panel checklists

- a) Adoption as a plan for a child whose care has been relinquished by their birth parents.
- b) Approval of adoptive applicants.
- c) Reviews of adopter's approval.
- d) Adoption Match.
- e) Approval of foster carer applicants.
- f) Family and Friends (connected persons) assessments.
- g) Foster carer annual review.
- h) Long term fostering match.
- i) Brief reports with recommendation to cease assessment.

A. Checklist for Adoption of a relinquished child

Child/ren name(s):

Child/ren Social worker:

Family Finding Social Worker:

Latest submission date for papers:

- | |
|---|
| <ul style="list-style-type: none"><input type="checkbox"/> CPR, (to Inc. report on quality of contact and child's views if applicable)<input type="checkbox"/> Health report<input type="checkbox"/> Current foster carer's report about what it has been like to look after the child, including its likes and dislikes<input type="checkbox"/> CAFCASS signed consent to placement for adoption<input type="checkbox"/> Most recent LAC review to include the SW report<input type="checkbox"/> Record of most recent statutory visit<input type="checkbox"/> Three latest Contact Supervisor's Reports<input type="checkbox"/> Child's views of the plan – drawing, letter, video<input type="checkbox"/> Education report |
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WHO ATTENDS THIS PANEL?

Child's social worker

Family finding social worker

Social work team managers can attend if required
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- **Please ensure that all the above paperwork is submitted together**
- **tick the checklist**
- **return the checklist with papers**
- **failure to submit all paperwork by submission date may result in your case not being heard**

B. Checklist for Approval for prospective adoptive parents

Name(s) of applicant(s):

Social Worker:

Latest submission date of papers:

Prospective Adopters report

Part 1

This includes Family Tree, Eco Map, and Chronology for each applicant which details employment details, addresses and significant events separately.

Second opinion visit where applicable

Part 2

This includes References, Medical Advice and verification of the following; Health and Safety check, Pet Questionnaire, DBS, finances, identity, LA checks etc.

Who attends this Panel?

The Applicant(s)

The assessing adoption social worker

Their line manager or Adoption Senior Rep from local authority if independent assessor has undertaken the assessment

- **Please ensure that all the above paperwork is submitted together**
- **tick the checklist**
- **return the checklist with papers**
- **failure to submit all paperwork by submission date may result in your case not being heard**

C. Checklist for review of Adopter's approval

Name(s) of Adopter(s):

Social Worker:

Latest submission date of papers:

- | |
|---|
| <p><input type="checkbox"/> Minutes of approval panel</p> <p><input type="checkbox"/> Annual review report, highlighting updates, significant changes or concerns, and to include adopters contribution.</p> <p><input type="checkbox"/> Prospective Adopters report (where applicable and relevant to the issues)</p> <p><input type="checkbox"/> Verification that checks remain current</p> |
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Who attends this Panel?

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| <p><input type="checkbox"/> The Adopter(s)</p> <p><input type="checkbox"/> The supporting adoption social worker</p> <p><input type="checkbox"/> The manager of the Adoption Team where necessary</p> |
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- **Please ensure that all the above paperwork is submitted together**
- **tick the checklist**
- **return the checklist with papers**
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D. Adoption Match

Child/ren name(s):

Child/ren (s) Social worker:

Adopters' Assessing Social Worker:

Family Finding Social Worker:

Latest submission date for papers:

On the child

- CPR (to Inc. report on quality of contact, rationale for contact plan and summary of progress of life story work) Updated CPR's to highlight where updates included.
- Minutes of ADM
- Education report
- Health report
- Current foster carer's report about what it has been like to look after the child, including its likes and dislikes
- Child's views of the match, given by the child – drawing, letter, video

On the prospective adopter(s)

- PAR – DBS and adopters health check are within two years of date of completion
- Minutes of approval panel and subsequent ADM decision
- Adoption placement report - APR (to Inc. summary of family finding)
- Adoption support plan with signatures
- Parental Responsibility document with signatures
- Any court documents (such as previously made judgements)

Where the adopters are not approved by Waltham Forest, the name and address of adopters and name and address of their Social worker to be provided in order to send invite.

WHO ATTENDS THIS PANEL?

Child's social worker

And the child if appropriate

Adopter(s)

Their assessing social worker

Family finding social worker

Team managers where necessary

- **Please ensure that all the above paperwork is submitted together**
- **tick the checklist**
- **return the checklist with papers**
- **failure to submit all paperwork by submission date may result in your case not being heard**

NOTE:

If the court has ordered for any documents on the child and their birth parents to be shared with the prospective adopters, please confirm this has been done?

or n/a

E. Checklist for Foster Carer Approval

Name(s) of applicant(s):

Social Worker:

Latest submission date of papers:

Form F

This includes Family Tree, Eco Map, and Chronology for each applicant which details employment details, addresses and significant events separately.

Preparation Training Record and personal development plan

Medical Report

Health and Safety Checklist (to Inc. dates re: Gas and Electricity checks, confirmation of household insurance)

References

Safer Caring Policy

Pet Questionnaire where applicable

Verification of DBS, Local Authority Checks, School and Employment References where applicable

Who attends this Panel?

The Applicant(s)

The assessing fostering social worker

Their line manager or Fostering Senior Rep from local authority if independent assessor has undertaken the assessment

- **Please ensure that all the above paperwork is submitted together**
- **tick the checklist**
- **return the checklist with papers**
- **failure to submit all paperwork by submission date may result in your case not being heard**

F. Checklist for Family and Friends (connected persons) Approval

Name(s) of applicant(s):

Social Worker:

Latest submission date of papers:

Form C

This includes information on the child/ren, birth parents, Family Tree, Eco Map, Chronology for each applicant which details employment details, addresses and significant events separately.

Personal Development Plan

Medical Report

Health and Safety Checklist (to Inc. dates re: Gas and Electricity checks, confirmation of household insurance)

References

Safer Caring Policy

Pet Questionnaire where applicable

Verification of DBS, Local Authority Checks, School and Employment References where applicable

View of child in placement

Who attends this Panel?

The Applicant(s)

The assessing social worker

Their line manager or Fostering Senior Rep from local authority if independent assessor has undertaken the assessment

- **Please ensure that all the above paperwork is submitted together**
- **tick the checklist**
- **return the checklist with papers**

- failure to submit all paperwork by submission date may result in your case not being heard

G. Checklist for annual review of approval for foster carers

Name(s) of foster carer(s):

Social Worker:

Latest submission date of papers:

- Report for the Panel
- Reviewing Officer's report of the annual review meeting
- Supervising social worker's report for the annual review to include details of training undertaken
- Views of the Foster carer/s
- Views of children living in the household, to include those fostered currently and within the last year, and birth children of the foster carer/s
- Views of the social workers of the children placed within the foster home in the last year
- Health and Safety Checklist
- Verification that Medical, DBS and safer caring policy for carer and child remain current
- Minutes of approval panel (or last panel presentation)
- Personal development Plan
- Where applicable, reports from education and health of child/ren fostered and back-up carers
- Standards of care minutes, allegations or complaints, if applicable

Who attends this Panel?

- The foster carer/s
- The Supervising social worker
- The Reviewing Officer and team manager when specific issues require this

- **Please ensure that all the above paperwork is submitted together**
- **tick the checklist**

- **return the checklist with papers**
- **failure to submit all paperwork by submission date may result in your case not being heard**

Annual reviews of foster carer's approvals to return to panel on the first year and then every three years unless there are significant concerns or standards of care issues, where they return at the required point to address these.

H. Checklist for Long Term Fostering match

Name(s) of child/ren:

Their social worker:

Supervising social worker for the foster carers:

Latest submission date of paperwork:

On the child

- CPR incorporating photo of the child and to include information on contact plan and quality of contact.
 - Health report
 - Minutes of the ADM of Long Term Foster care recommendation
 - Any court judgements – e.g. about contact with birth family
 - Child's views- given by the child in writing/drawing/video
 - Current foster carer's report about what it has been like to look after the child, including its likes and dislikes (if not carer that match is being proposed with)
 - School report – including Personal Education Plan
 - View of the child's Reviewing Officer, attaching the latest child-in-care review
 - View of the Children's Guardian where applicable
- Child can be encouraged and supported to attend panel

On the foster carer(s)

- Foster carers' form F – needs to be up-to-date
- Minutes of the foster panel of their approval and related ADM decision
- Latest foster carer's annual review – confirmation that DBS & Medical are up to date.
- Personal Development Plan
- Report from the foster carer themselves why they want to care for this child in particular
- Report from the foster carer what this child is like to parent, their likes and dislikes

- Have there been any allegations or standards of care issues for the foster carers?
- Matching report (Waltham Forest template) to include the support plan, contact arrangements, life story work and family finding undertaken
- If placed with Independent Foster Agency carers, verification that CiC panel have agreed funding.

Where the foster carers are not approved by Waltham Forest, the name and address of foster carers and name and address of their Social worker to be provided in order to send invite.

WHO ATTENDS THIS PANEL

- The child's social worker
- The family finding Social worker if applicable
- The child if applicable
- The foster carer(s)
- Their supervising social worker

- **Please ensure that all the above paperwork is submitted together**
- **tick the checklist**
- **return the checklist with papers**
- **failure to submit all paperwork by submission date may result in your case not being heard**

NOTE:

- **If the court has ordered for any documents on the child and their birth parents to be shared with the long term foster carers, please confirm this has been done?**
- **or n/a**

I. Checklist for Brief Reports

Name(s) of applicant(s):

Social Worker:

Latest submission date of papers:

- | |
|---|
| <p><input type="checkbox"/> Brief Report setting out the strengths and the risk factors of the assessment and the reasons for proposing to end the assessment prior to completion.</p> <p><input type="checkbox"/> Applicant/s written observations of the report. They must have had 5 working days to consider the report before being required to submit their response.</p> |
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Who attends this Panel?

- | |
|---|
| <p><input type="checkbox"/> The Applicant(s)</p> <p><input type="checkbox"/> A support person that the applicant's may wish to bring</p> <p><input type="checkbox"/> The assessing social worker</p> <p><input type="checkbox"/> Their line manager if independent assessor has undertaken the assessment</p> |
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