Permanency tracking aid memoire – for care proceedings process only

Re: Child’s Name

Legal Status: Name of order and date granted

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| **Tasks to achieve** | **Deadline date; tick when achieved** |
| Check you have Legal bundle and initial statement, care plan and chronology are uploaded on fwi  Read previous assessments and expert reports on fwi, mappings to gain overview of case issues |  |
| Check if medical papers have been completed, signed and sent to request IHA and Permanency medical;  Gain date of medical from Gill Collis – share date and invite foster carer and parents. Chase Gill Collis for date via [wshnt.adoptionmedicals@nhs.net](mailto:wshnt.adoptionmedicals@nhs.net) |  |
| Check 3 copies of birth certificate of child have been ordered – Check who has PR and spellings of names when received |  |
| Check date of next CLA review and complete SW report and child’s care plan  Record date of appointment at dentist, opticians |  |
| Check contact arrangements – consider use of supervised contact written agreement  Keep under review and ensure Supervisor sends contact notes each week, submit to legal for filing if required |  |
| Set up Permanency Planning meeting with Hazel Birchmore if not already happened |  |
| Check if DNA is required to confirm paternity |  |
| Date of CMH – upload directions and comment on draft letters of instructions for experts |  |
| Check PNC’s undertaken on each parent |  |
| Check when PEP is required |  |
| Check FNM has been set up to double check all family/friends have been considered; complete viability assessments |  |
| Complete sibling assessment if required |  |
| Check if parents need to cognitive assessment – use DoH guidelines when working with a parent with LD  Refer to CFIS for PAMs assessment and set deadlines that comply with court timetable  Check SSW is prompting carer to submit weekly diary sheets to be filed with legal |  |
| Book in ADM slot – email ACD adoption panel admin & consult with Kelly Wilkes ADM panel advisor |  |
| Observe child in contact with each parent x 3 |  |
| Complete comprehensive assessment include social history of each parent and/or partner |  |
| Photos of each child; close up portrait, good quality |  |
| Individual photo of each parent, good quality |  |
| Photo of each parent with child/ren, ask supervisor to assist with this? |  |
| Foster carer’s BAAF report to be sent with deadline for return – SSW to send to carer & SSW to complete section at end |  |
| Complete ADM paperwork; Child Permanence Report, Adoption Care plan, Welfare Checklist, Re B/S analysis, upload expert reports including viabilities, photos and foster carers contribution report, medical reports |  |
| If rehab is considered – set up trajectory plan |  |
| If SGO report is positive, contribute to Support Plan, send Financial Assessment form, submit to Finance Panel |  |
| If SGO report is negative – Professionals meeting/review PPM to consider next steps |  |
| Review PPM arranged prior to ADM submission and final evidence to agree the LA care plan for each child |  |
| Consult Guardian and IRO re LA’s proposed care plan |  |
| Consult Adoption specialists Melissa Paton/Lisa Knight regarding family finding searches – likely timescales required |  |
| Submit Final Statement, care plan and updated chronology – send to PM 3 days prior to filing date; send to legal at least a day prior to filing date. GM must sign off the Care Plan |  |
| Complete Annexe B for Placement Order application if applicable, send original copy Birth Certificate |  |

HB

09/02/17