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 fwiRead 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  |  |
| 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 planRecord 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 LDRefer to CFIS for PAMs assessment and set deadlines that comply with court timetableCheck 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