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**PAPERS PRESENTED TO THE AGENCY DECISION MAKER**

**FOR CONSIDERATION OF AN ADOPTION PLAN**

**DECISION MAKER:**

**CHILD’s LOCAL AUTHORITY/AREA:**

**DATE OF MEETING:**

**NAME OF CHILD(REN):**

**AGENCY ADVISER:**

Is the case being presented within the required timescale? (no more than two months from the date the adoption plan was ratified at the Looked after Children’s review). If not, please state reasons:

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| **Checklist of Documents to be provided:** | **Included?** **If not, reason** |
| Child’s Permanence Report signed by worker and Supervisor/Manager (explanation if signature missing from birth parents)**NB -** The following must be included within the CPR: *(Inc. where to cover within the CPR)** The child’s views of the adoption plan – presented in any format, such as drawings, video etc. If the child is pre-verbal please indicate their presentation, for example, during family time. *(Section 14/Wishes and feelings about contact)*
* The views of birth parents and any other relevant person regarding adoption. *(Section 32/Ability of family members to care for the child)*
* The views of the Guardian, and the IRO *(Section 7/Guardian’s view)*
* Information on the quality and nature of the current contact, plan for future staying in touch arrangements and how this will meet the needs of all involved. *(Section 26-28/Contact arrangements)*
* Genogram *(Following the picture of the child)* If this cannot be inserted, it should be provided as a separate document
* Photograph of child/ren and birth parents, and ideally any siblings *(At the beginning of the section about the relevant person)*
* Comprehensive detail of the child’s progress and needs in all areas of development (health, education, emotional, social, etc.) *(Section 9 & 11/Description of the Child)*
* An assessment of the likely needs for adoption support for the child, birth parents and any other significant person, (based upon the information included regarding developmental needs). *(Section 13/Analysis of needs and implications for future placement)*
* A synopsis of all expert reports, viabilities or assessments completed. *(Section 33/Assessments and Expert opinions)*
* Summary of the FGC process in this case. *(Section 32/Ability of family members to care for the child)*
* A chronology of the decision making leading to a plan of adoption, e.g. legal planning meetings, permanency planning meetings, FGCs, date of the CiC Review agreeing a plan of adoption, consideration of wider family network *(Section 29/Key actions and decisions taken by the agency)*
* A comprehensive analysis of all the options available, detailing the reason for adoption being the most appropriate option, giving regard to the welfare checklist (s1 Adoption and Children Act 2002) and the impact on the child of ceasing to be a member of their birth family. *This should include consideration of all support that could be offered, and whether any legal orders could support a less order* *(Section 34/Summary and recommendations)*

For review ADMs, any updates to a child’s CPR should be highlighted in **Bold,** with a dated heading – ‘***updates since the ADM’s decision’.***  |  |
| Child’s Health Report (MAR 1) - **Signed off by Medical Adviser** The summary report and advice for the future should be inserted into the CPR in Section 10/Summary report from the agency medical adviser  |  |
| Initial Health Assessment (IHA) and any other health reports referenced in the MAR1 |  |
| Legal Adviser’s report – to be obtained by the Agency Adviser.  |  |
| Carer’s report of what it is like to look after this child/ren, their routine etc.  |  |
| Nursery or school report, to include the Personal education plan if applicable  |  |
| Where applicable, any relevant information regarding family finding – To be obtained by the Agency Adviser from the Early Permanence lead.  |  |
| Any relevant transcripts of Judgements e.g. from a fact finding hearing or recent proceedings regarding a sibling.  |  |
| Copies of any relevant expert reports carried out within these proceedings or relevant expert reports from previous proceedings where it has been agreed that they should be admitted into current proceedings e.g. sibling assessments, psychological and psychiatric reports, parenting assessments, viability and full assessments of other potential carers, hair strand tests reports, etc.(Please list) |  |