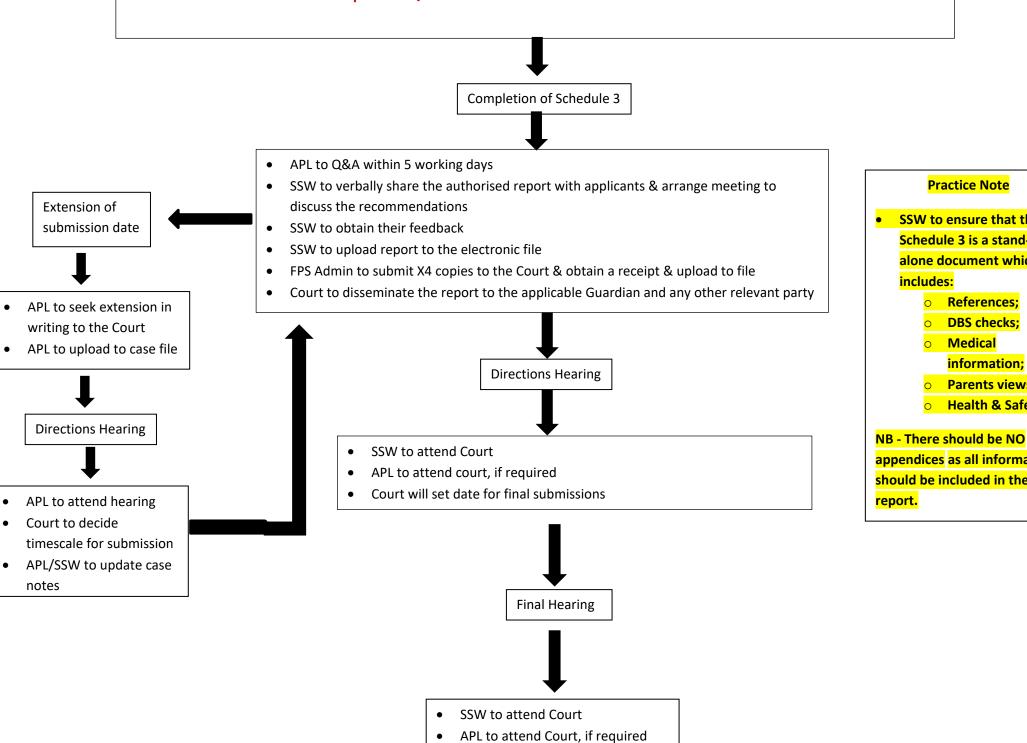
## **Step-parent Adoption and other Private Applications to the Court**

- Applicants/legal advocate to formally notify the Department of their intention to apply for an Adoption Order within 3 months prior to their application being sent to Court
- FPS Admin to create the family on protocol & send out FPS consent to checks within 3 working days upon receipt of notification
- APL to allocate Schedule 3 to a SSW & set timescale for completion within 5 working days of the FPS application & consent being
- SSW to initiate contact with the family & set dates for visits within 2 working days of allocation
- Timescales: Schedule 3 to be completed & Q&A'd within 12 weeks



Court to determine outcome SSW to update case notes and

close file

## **Practice Note**

- SSW to ensure that the Schedule 3 is a standalone document which
  - References;
  - DBS checks;
  - Medical information;
  - Parents views;
  - **Health & Safety**

appendices as all information should be included in the