

## 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 received**
- 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**

Completion of Schedule 3

- APL to Q&A within 5 working days
- SSW to verbally share the authorised report with applicants & arrange meeting to discuss the recommendations
- SSW to obtain their feedback
- SSW to upload report to the electronic file
- FPS Admin to submit X4 copies to the Court & obtain a receipt & upload to file
- Court to disseminate the report to the applicable Guardian and any other relevant party

Extension of  
submission date

- APL to seek extension in writing to the Court
- APL to upload to case file

Directions Hearing

- APL to attend hearing
- Court to decide timescale for submission
- APL/SSW to update case notes

Directions Hearing

- SSW to attend Court
- APL to attend court, if required
- Court will set date for final submissions

Final Hearing

- SSW to attend Court
- APL to attend Court, if required
- Court to determine outcome
- SSW to update case notes and close file

### Practice Note

- SSW to ensure that the Schedule 3 is a stand-alone document which includes:
  - References;
  - DBS checks;
  - Medical information;
  - Parents views;
  - Health & Safety

**NB - There should be NO appendices as all information should be included in the report.**