### Model Information Sharing Proforma

###  (Insert YOUR Local Authority)

### and the Home Office

regarding

### OUTCOME OF AGE ASSESSMENT

### FOR

‘ *full names and any aka’,*

country of origin *(delete grey text)*

**Claimed Date of Birth :**

**Names of Assessing Workers:**

**Date Assessment Completed:**

1. **The assessment was undertaken by** :

|  |
| --- |
| *Worker A –Status. qualifications, experience– state if differential roles assigned e.g. lead worker.(delete grey text)* |
| *Worker B- Status. qualifications, experience (delete grey text)* |

1. **Outline of dates of interviews, venue, who present: including interpreter and any appropriate adult**

|  |
| --- |
| * *Use of suitable venue*
* *Case law requires the involvement of an ‘appropriate adult’ in the process, any absence should be explained e.g. with consent of young person.*
* *If a telephone interpreter is used (or none) this should be made clear (delete grey text)*
 |

1. **Summary of process**:

|  |
| --- |
| (*should include confirmation of)* * *Informed of reasons for interview*
* *A social history, family background has been explored*
* *Demonstrate that it has been conducted in a way that conforms to Merton and other relevant case law/guidance –(delete grey text)*
 |

1. **All available sources of information, including other age assessments that have been taken into consideration**.

|  |
| --- |
|  |

1. **Decision on age issue**

|  |
| --- |
| * *Clear statement of outcome*
* *brief summary and analysis of reasons*
* *should concur with/summarise conclusion of substantive report. (delete grey text)*
 |

1. **How shared and opportunity provided to check or challenge information included**

|  |
| --- |
| * *read by interpreter in own language; written or audio translation*
* *Indication that any challenge has been considered and how resolved*
* *Note whether copy provided to solicitor (delete grey text)*
 |

1. **Assessed Date of Birth**:
2. **Date new age/DoB effective from**:
3. **Signed by both assessing workers:**
4. **Endorsement of Manager/Supervisor**:

*I am in agreement with the conclusion of the assessment and confirm that the assessment process has been lawfully conducted and complies with guidance arising from the Merton Judgement and subsequent case law.*

Name:

Status:

Signed:

Date: