

Applicant contacts initial enquiry team

Initial enquiry form is completed and intial visit booked - if there are any concerns advice sought from non-agency SW.

IET send contact form to BSA confirming the date of visit and case is set up on child's LA system on day of the visit.

Initial visit completed by social worker - decision made whether application is appropriate at this time and advice given.

If proceeding SW requests BSA send out NOI pack to applicant including authorisation being sought for checks.

If not proceeding IHV report uploaded by BSA onto applicants record and case closed

NOI sent back to BSA and request made to lock case and NOI/ IHV report uploaded.

SW starts DBS checks initiated for anyone aged 18+ living in the family home BSA initiates checks and references started;

Update from school, 2 personal referees, medical reference for child and applicant if needed, LA checks

Once checks and references are all received BSA contacts SW to seek agreement on 'time to submit letter' being sent. SW reviews file and if in agreement BSA sends applicant 'time to submit letter'.

Applicants confirm the date they made their application to the court and SW starts to assess and complete Rule 14 report, and files to the court as directed via BSA.