

ADM Checklist

All family members must have been explored where appropriate and recorded clearly in the Child's Permanence Report (CPR) prior to concluding with a plan of Adoption.

The CPR will only be accepted for QA from Together for Adoption (TfA) when sent with a covering email from the relevant Service Manager that initial QA has taken place.

Social Worker:	
Practice Manager:	
Principal Manager:	
Childs Name:	
Child's DOB:	

Prior to booking in for ADM this checklist must be completed.

1	Has the Final Care planning meeting been held, finalised, and contains the views of the IRM, legal and the Guardian?	<input type="checkbox"/>	Date completed
2	Has the CPR been read, and quality assured by the Practice Manager and Principal Manager and Together for Adoption?	<input type="checkbox"/>	
3	Have all the changes detailed in the AC Audit been implemented in the CPR before being sent to ADM?	<input type="checkbox"/>	
4	Has the IRM read and endorsed the final care plan being proposed, have they been invited to the proposed ADM meeting?	<input type="checkbox"/>	
5	Have the Guardian's views been sought and recorded within the CPR?	<input type="checkbox"/>	
6	Are the parents clear that the proposed plan is Adoption?	<input type="checkbox"/>	
7	Has the CPR been shared with the parents and their views recorded?	<input type="checkbox"/>	

8	Has the relevant HoS had time to read and discuss the proposed documents and care plan?	<input type="checkbox"/>	
9	Has the permanency medical taken place with the medical advisor's report contained in the CPR or attached?	<input type="checkbox"/>	

Additional Comments:

Principal Manager Name:	
Principal Manager Signature:	
Date:	
Head of Service Name:	
Head of Service Signature:	
Date:	