**FRONT SHEET**

|  |  |  |
| --- | --- | --- |
| **Subject children (1)**  ***(full names and dates of birth)*** |  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Applicant/s** |  |
|  |

|  |  |
| --- | --- |
| **Local authority** |  |
| **Address** |  |
| **Case reference number** |  |

|  |  |
| --- | --- |
| **Court** |  |
| **Case reference number** |  |
| **Details (2)** |  |

|  |  |
| --- | --- |
| **Name of author** |  |
| **Position** |  |
| **Qualifications and experience (3)** |  |
| **Parts of report completed** |  |

|  |
| --- |
| **Brief summary and recommendation (5)** |
|  |

|  |  |
| --- | --- |
| **Signed** |  |
| **Name** |  |
| **Position** |  |
| **Date** |  |

**SECTION A – THE CHILD (1)**

**A1. PERSONAL DETAILS**

**Child**

|  |  |  |  |
| --- | --- | --- | --- |
| **Family name** |  | | |
| **Forename/s** |  | | |
| **Other names used** |  | | |
| **Date of birth** |  | **Age** |  |
| **Place of birth** |  | | |
| **Sex** |  | | |
| **Ethnicity (2)** |  | | |
| **Nationality** |  | | |
| **Name of mother** |  | | |
| **Name of father** |  | | |

**A2. BECOMING LOOKED AFTER**

|  |
| --- |
| **Why did the child become looked after, including details of any harm suffered?** |
|  |
| **Why is the child unable to live with a birth parent currently?** |
|  |
| **What are the identified risks to the child including risks posed by their parents, relatives or others? What is required from the carer to keep them safe?** |
|  |

**A3. PLACEMENT AND LEGAL STATUS**

|  |  |
| --- | --- |
| **Name of current carer** |  |
| **Relationship to child** |  |
| **Current address** |  |
| **Local authority area** |  |
| **Date child moved in** |  |
| **Date child became looked after (this episode)** |  |
| **Legal status**  ***Include details of any order made by a court, including dates and name of court.*** |  |
|  |

|  |  |  |
| --- | --- | --- |
| **Placement history/chronology of care (4)** | | |
| **Date from** | **Date to** | **Placement details** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**A4. DESCRIPTION AND CURRENT/ LIKELY FUTURE NEEDS**

**Child 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description and personality**  ***Special guardianship regulations require a description of the child including his or her personality, interests, likes and dislikes, and also require a photograph of the child.*** | | | |
|  | | | |
| **Identity**  ***Special guardianship regulations require information about the child’s ethnic origin, cultural and linguistic background, religious persuasion (including details of baptism, confirmation or equivalent ceremonies) and nationality/immigration status.*** | | | |
|  | | | |
| **Education**  ***Special guardianship regulations require names and addresses of all school placements, including playgroup and nursery provision with dates, the child’s educational attainments, and whether the child has a statement of needs under the Education Act 1996. [Describe the child’s progress and educational needs at school, and what is required to meet these needs, now and into the future.]*** | | | |
|  | | | |
| **Date from** | **Date to** | **Provider and address** | **Educational attainments** |
|  |  |  |  |

|  |
| --- |
| **Emotional and behavioural development**  ***Special guardianship regulations require a description of the child’s social, emotional and behavioural development. [Include information about the child’s social presentation and self-care skills, and what is required to meet these emotional and behavioural needs, now and into the future.]*** |
|  |

**A5. CONTACT ARRANGEMENTS**

|  |  |
| --- | --- |
| **Current and proposed contact arrangements:** | |
| **Birth mother** |  |
| **Birth father** |  |
| **Other significant people** |  |

**A6. WISHES AND FEELINGS**

|  |  |
| --- | --- |
| **What are the child’s wishes and feelings in relation to any proposed plans, including plans for contact, and in relation to his or her religious and cultural upbringing?** | |
|  | |
| **Most recent date(s) on which the child’s wishes and feelings were ascertained:** |  |

|  |  |
| --- | --- |
| **Signed** |  |
| **Name** |  |
| **Position** |  |
| **Date** |  |

**SECTION B – BIRTH FAMILY (1)**

**B1. BIRTH MOTHER**

|  |  |  |  |
| --- | --- | --- | --- |
| **Family name** |  | | |
| **Forename/s** |  | | |
| **Other names used** |  | | |
| **Date of birth** |  | **Age** |  |
| **Place of birth** |  | | |
| **Ethnicity (2)** |  | | |
| **Nationality** |  | | |
| **Current address** |  | | |
| **Date address was confirmed** |  | | |
| **Local authority area** |  | | |
| **Name of current partner** |  | | |

|  |
| --- |
| **Description and personality**  ***Special guardianship regulations require a description of the mother including her personality and interests, and also require a photograph of the mother if available.*** |
|  |

|  |
| --- |
| **Identity**  ***Special guardianship regulations require information about the mother’s ethnic origin, cultural and linguistic background, religious persuasion, and nationality/immigration status.*** |
|  |

|  |
| --- |
| **Health (3)**  ***Special guardianship regulations require a description of the birth mother’s health history, including details of any serious physical or mental illness, any hereditary disease, disorder or disability.*** |
|  |

|  |
| --- |
| **Education and employment**  ***Special guardianship regulations require a description of the birth mother’s educational and employment history****.* |
|  |

|  |
| --- |
| **Relationship with child**  ***Special guardianship regulations require a description of the birth mother’s historical and current relationship with the child.*** |
|  |

|  |  |
| --- | --- |
| **Wishes and feelings**  ***Special guardianship regulations require a description of the birth mother’s wishes and feelings in relation to the proposed plan, including the plan for contact, and in relation to the child’s religious and cultural upbringing.*** | |
|  | |
| **Most recent date(s) on which birth mother’s wishes and feelings were ascertained**: |  |

|  |
| --- |
| **Proposed contact plan (with reasons) (4)** |
|  |

**B2. BIRTH FATHER**

|  |  |  |  |
| --- | --- | --- | --- |
| **Family name** |  | | |
| **Forename/s** |  | | |
| **Other names used** |  | | |
| **Date of birth** |  | **Age** |  |
| **Place of birth** |  | | |
| **Ethnicity (2)** |  | | |
| **Nationality** |  | | |
| **Holds parental responsibility?** |  | | |
| **Current address** |  | | |
| **Date address was confirmed** |  | | |
| **Local authority area** |  | | |
| **Name of current partner** |  | | |

|  |
| --- |
| **Description and personality**  ***Special guardianship regulations require a description of the father including his personality and interests, and also require a photograph of the father if available.*** |
|  |

|  |
| --- |
| **Identity**  ***Special guardianship regulations require information about the father’s ethnic origin, cultural and linguistic background, religious persuasion, and nationality/immigration status.*** |
|  |

|  |
| --- |
| **Health (3)**  ***Special guardianship regulations require a description of the birth father’s health history including details of any serious physical or mental illness, any hereditary disease, disorder or disability.*** |
|  |

|  |
| --- |
| **Education and employment**  ***Special guardianship regulations require a description of the birth father’s educational and employment history.*** |
|  |

|  |
| --- |
| **Relationship with child**  ***Special guardianship regulations require a description of the birth father’s historical and current relationship with the child.*** |
|  |

|  |  |
| --- | --- |
| **Wishes and feelings**  ***Special guardianship regulations require a description of the birth father’s wishes and feelings in relation to the proposed plan, including the plan for contact, and in relation to the child’s religious and cultural upbringing.*** | |
|  | |
| **Most recent date(s) on which the birth father’s wishes and feelings were ascertained:** |  |

|  |
| --- |
| **Proposed contact plan (with reasons) (4)** |
|  |

|  |
| --- |
| **If birth father’s whereabouts are not known**  ***Special guardianship regulations require that where the identity or whereabouts of the father are not known, details are provided about steps that have been taken to locate him, steps that have been taken to get information about him and from whom, and the steps that have been taken to establish paternity.*** |
|  |

**B3. BIRTH PARENTS’ RELATIONSHIPS**

|  |
| --- |
| **Relationship with each other**  ***Special guardianship regulations require a description of the past and present relationship between the birth parents, whether the parents were married to each other at the time of the child’s birth or have subsequently married, and whether they are divorced or separated.*** |
|  |

|  |
| --- |
| **Parental responsibility**  ***Special guardianship regulations require that if the parents are not married, information be provided about whether the father has parental responsibility, and if so, how this was acquired.*** |
|  |

|  |
| --- |
| **Other partners**  ***Special guardianship regulations require a description of whether either parent has been previously, or is currently, married or civilly partnered to another person, including details of any current partner relationships.*** |
|  |

**B4. SIBLINGS (who are not part of this assessment)**

**Sibling 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Family name** |  | | |
| **Forename/s** |  | | |
| **Other names used** |  | | |
| **Date of birth** |  | **Age** |  |
| **Place of birth** |  | | |
| **Sex** |  | | |
| **Ethnicity** |  | | |
| **Nationality** |  | | |
| **Name of mother** |  | | |
| **Name of father** |  | | |
| **Name of current carer** |  | | |
| **Current address** |  | | |
| **Date address was confirmed** |  | | |
| **Local authority area** |  | | |
| **Legal status *Include details of any order made by a court, including dates and name of court.*** |  | | |
| **Sibling’s wishes and feelings, if known *and the date they were last ascertained*** |  | | |
| **Proposed contact plan (with reasons) (4)** |  | | |

**B5. OTHER SIGNIFICANT PEOPLE**

|  |
| --- |
| ***If there are other people who are identified as significant to the child, or who could potentially be significant to the child, please list them here providing any brief and relevant information about them. Set out their wishes and feelings, and the date they were last ascertained. Do not include anyone being assessed as a connected person in section C or members of their household in this section. If there is any other person who holds parental responsibility for the child, provide details of how this was acquired, including dates. Set out any proposed contact plans for these people with reasons. (4)*** |
|  |

|  |  |
| --- | --- |
| **Signed** |  |
| **Name** |  |
| **Position** |  |
| **Date** |  |

**SECTION C – APPLICANTS**

**C1. PERSONAL AND FAMILY DETAILS (1)**

**Applicant 1**

| **Family name** |  | | |
| --- | --- | --- | --- |
| **Forename/s** |  | | |
| **Other names used** |  | | |
| **Date of birth** |  | **Age** |  |
| **Place of birth** |  | | |
| **Sex (2)** |  | | |
| **Ethnicity (3)** |  | | |
| **Nationality** |  | | |
| **Relationship to child** |  | | |
| **Address** |  | | |

| **Length of time at this address** |  |
| --- | --- |
| **Local authority area** |  |

**Applicant 2**

| **Family name** |  | | |
| --- | --- | --- | --- |
| **Forename/s** |  | | |
| **Other names used** |  | | |
| **Date of birth** |  | **Age** |  |
| **Place of birth** |  | | |
| **Sex (2)** |  | | |
| **Ethnicity (3)** |  | | |
| **Nationality** |  | | |
| **Relationship to child** |  | | |
| **Address** |  | | |

| **Length of time at this address** |  |
| --- | --- |
| **Local authority area** |  |

**Children under 18 living in the household**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Family name** | **Forename/s** | **Sex** | **Date of birth** | **Age** | **Relationship to applicant/s** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Adults living in the household**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Family name** | **Forename/s** | **Sex** | **Date of birth** | **Age** | **Relationship to applicant/s** |
|  |  |  |  |  |  |

**Children under 18 from current or previous relationship living elsewhere** (5)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Family name** | **Forename/s** | **Sex** | **Date of birth** | **Age** | **Relationship to applicant/s** |
|  |  |  |  |  |  |

**Adult children living elsewhere (6)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Family name** | **Forename/s** | **Sex** | **Date of birth** | **Age** | **Relationship to applicant/s** |
|  |  |  |  |  |  |

**C2. DESCRIPTIVE INFORMATION**

**Applicant 1**

|  |
| --- |
| **Description and personality (7) *Special guardianship regulations require a description of the applicant including his or her personality and interests, how he or she relates to other adults, and a photograph.*** |
|  |

|  |
| --- |
| **Identity (8)**  ***Special guardianship regulations require information about the applicant’s ethnic origin, cultural and linguistic background, religious persuasion, and nationality/immigration status. Regulations also require information about whether the applicant is willing to follow the any wishes of the child or parent in respect of the child’s religious and cultural upbringing, and how they will meet the identity needs of the child.*** |
|  |

|  |
| --- |
| **Family history (9)**  ***Special guardianship regulations require a family history summarising the applicant’s experience of being parented, and information about their relationships with parents and siblings. The regulations also require the ages of parents and siblings (or their ages at death).*** |
|  |

|  |
| --- |
| **Education and employment (10)**  ***Special guardianship regulations require a description of the applicant’s educational and employment history. [Include information about the applicant’s current occupation including hours of work, and any proposed changes to this.]*** |
|  |

|  |
| --- |
| **Previous relationships (11)**  ***Special guardianship regulations require details including dates and names of any previous marriage, civil partnership, or significant relationship.*** |
|  |

**C3. RELATIONSHIPS AND NETWORK**

|  |
| --- |
| **Couple relationship (12)**  ***Special guardianship regulations require information about whether the applicant is married or in a civil partnership, including dates and places of the marriage or civil partnership. The regulations also require details of any current couple relationship, including the date they set up a household together, the nature of the relationship, and an assessment regarding the stability of that relationship. If an applicant in a couple is applying alone for a special guardianship order, then the reasons for this must be provided.*** |
|  |

|  |
| --- |
| **Household (13)**  ***Special guardianship regulations require details of other household members, including a description of their current relationship with the child, an assessment of the likely future relationship, and setting out and taking into account the views they have expressed.*** |
|  |

|  |
| --- |
| **Wider family and support network (14)**  ***Special guardianship regulations require a description of the current relationship between the child and wider family and an assessment of the likely future relationship, setting out and taking into account the views they have expressed. [This section should also include information about the support available to the applicants, even if this is from adults who do not have a relationship with the child.]*** |
|  |

**C4. PARENTING CAPACITY**

|  |
| --- |
| **Experience of caring for children (15)**  ***Special guardianship regulations require a description of the applicant’s experience of caring for children, and how they relate to children.*** |
|  |

|  |
| --- |
| **Applicant’s relationship with child (16)**  ***Special guardianship regulations require a description of the applicant’s past relationship with the child, current relationship with the child, and an assessment of the likely future relationship, taking into account any hopes and expectations the applicant has for the child’s future. This should include the applicant’s motivation for caring for the child and whether they have discussed this with the child..*** |
|  |

|  |
| --- |
| **Ability to meet the needs of the child (17)**  ***Special guardianship regulations require an assessment of the applicant’s ability to meet the needs of the child, and their suitability to bring up the child to the age of eighteen. It is necessary to consider current and likely future needs, including any needs arising from harm that the child might have suffered. [The information in this section should relate to the information about the child contained in section A.]*** |
| **Ensuring safety** |
|  |
| **Health and basic care** |
|  |
| **Education and leisure** |
|  |
| **Emotional and behavioural development** |
|  |

|  |
| --- |
| **Contact and family relationships (18)**  ***Special guardianship regulations require a description of the applicant’s wishes and feelings in relation to contact between the child and his relatives or any other person, and how this meets the needs of the child. It must be clear how the special guardian will protect the child from any risk of current or future harm.*** |
|  |

|  |
| --- |
| **Health (21)**  ***Special guardianship regulations require a health history for each applicant, including details of any serious physical or mental illness, any hereditary disease, disorder or disability, including any summary prepared by the medical professional who has provided this information. [Include an assessment of the implications of this health information for parenting the child.]*** |
|  |

|  |
| --- |
| **Home and neighbourhood (22)**  ***Special guardianship regulations require information about the applicant’s home and neighbourhood. [Confirm whether a home safety check has been undertaken and set out any outstanding issues. If a dog or pet assessment has been completed provide information about this.]*** |
|  |

|  |
| --- |
| **Income and expenditure (23)**  ***Special guardianship regulations require a summary of the applicant’s income and expenditure.*** |
|  |

|  |
| --- |
| **Previous family court proceedings**  ***Special guardianship regulations require details of any previous family court proceedings involving the applicant that have not been referred to elsewhere in the report.*** |
|  |

|  |
| --- |
| **Personal references (24)**  ***Special guardianship regulations require reports of interviews with three personal referees. [The written reports can be provided in this section or attached to the report.]*** |
|  |

**C5. CHECKS AND REFERENCES**

|  |
| --- |
| **DBS check/criminal offences (19)** |
|  |

|  |
| --- |
| **Local authority check (20)/previous applications to foster or adopt (23)**  ***Special guardianship regulations require details of any relevant information held by the local authority in which the applicant lives, and any information about past assessments or preparation for the applicant to be an adopter, foster carer or special guardian. [If information has been sought from previous local authorities then any relevant information should be set out here.]*** |
|  |

|  |
| --- |
| **Other checks and references (25)**  ***Special guardianship regulations prescribe what is to be covered in the report, but any other relevant information can be included here.. [Provide information about any other checks that have been undertaken that might include ex-partner checks, employer or ex-employer checks, school, college or nursery checks, or social media checks.]*** |
|  |

|  |  |
| --- | --- |
| **Signed** |  |
| **Name** |  |
| **Position** |  |
| **Date** |  |

**SECTION D – SPECIAL GUARDIANSHIP**

**D1. RECOMMENDATIONS**

|  |
| --- |
| **Special guardianship order**  ***Make a recommendation as to whether a special guardianship order should be made in respect of the child and, if not, whether there is a proposed alternative order.*** |
|  |

|  |
| --- |
| **Contact (1)**  ***Make a recommendation as to what arrangements there should be for contact between the child and his relatives, and any other person.*** |
|  |

**D2. REASONS**

|  |  |
| --- | --- |
| **Merits of special guardianship and other orders**  ***Set out the merits of special guardianship and other orders that might be made, and explain how the recommendation above will best meet the long-term interests of the child.*** | |
|  |  |

|  |
| --- |
| **Implications**  ***Set out the implications of making a special guardianship order or other orders as recommended above for the child; the child’s parents; the prospective special guardian and his or her family; and any other person the local authority considers relevant. Comment on the applicant’s understanding of the nature and effect of special guardianship.*** |
|  |

**D3. SUPPORT SERVICES**

|  |
| --- |
| **Support services (2)**  ***Provide a summary of the special guardianship support services that provided by the local authority for the prospective special guardian/s, the child, or the child’s parents, and the period for which these services are to be provided. If the local authority has decided not to provide support services, set out the reasons for this. This should include information about any financial provision, practical assistance, support groups, training, social work support, and assistance with managing contact.*** |
|  |

**D4. ADDITIONAL MATERIAL**

|  |
| --- |
| **Additional material**  ***If additional material is to be considered as part of this report, list the items here and attach the additional material.*** |
|  |

|  |  |
| --- | --- |
| **Signed** |  |
| **Name** |  |
| **Position** |  |
| **Date** |  |

**The applicant’s observations on the report (3)**

|  |  |
| --- | --- |
| **Name of applicant/s** |  |
| **I/We have read the report prepared on my/our suitability to be special guardians, consisting of sections A, B, C and D.**  **I/We certify that, to the best of our/my knowledge and belief, the factual information contained in section C is accurate and I/we have indicated in the box below any factual corrections that need to be made.**  **I/We understand that if any of this information is found to be false or misleading, this will raise concerns about my/our ability to work effectively with the local authority.** | |
| **Knowing that this report will be submitted to court, I/we have the following factual corrections/observations/comments:** | |
|  | |
| **Signature** |  |
| **Date** |  |
| **Signature** |  |
| **Date** |  |