The adopters will require a range of documentation when the child is placed including:

* Birth certificate
* Legal orders
* Child benefit claims pack
* Letter to Child Benefit section from social worker
* Passport if one exists
* Medical consents
* Undertaking for the carer/s of the child
* Parent held child health record

Social worker will send placement letters notifying those who need to know that the child has moved, including:

* Current and future Health Visitor
* Current and future General Practitioner
* Current and future Medical advisor
* Any current health specialists involved with the child
* Current and future Looked After Children’s nurse
* Education Department if of school age and leaving the authority
* Social Services Department if moving out of the authority
* Placement letter for adopters

Use of names. Is there appropriate consent for the child to use the new surname informally on a daily basis (it cannot be changed formally until an adoption order is granted) and has this been discussed with the child?

Birth parents

* Have they been informed of the imminent placement?
* Non identifying details of adopters should be given to birth family if they have not been involved in the selection of adopters.
* Is there a meeting planned between birth parents and adopters and how will this be arranged?

Contact arrangements need confirmation

* With birth parents
* With extended family
* With siblings
* With foster carers
* Any other

Future dates need to be arranged

* For the child’s social worker’s first visit
* For the adoption social worker’s first visit
* The date of the first Looked After Child review.
* The post placement visit by foster carer/s