

**London Borough of Havering –Adoption and Long Term Fostering  
PERMANENCY PLANNING MEETING CHECKLIST to be used at initial, review  
PPM's Family Finding and Matching Meetings**

Task	Person Responsible	Notes
<p><b>Target date for Adoption / Long Term fostering decision</b> (consider date for filing final evidence)</p>	<p>Child's SW - follow ADM procedure for adoption cases. Long term fostering decision- book case via Adoption and Fostering administrator for best interests decision panel or ADM</p>	
<p><b>Preparation of Child's Permanence Report (CPR)</b> for ADM or fostering LTF decision Or update required?</p>	<p>Child's SW</p>	<p>Identify who will assist and compile parts e.g. foster carers, contact workers, parents contribution</p>
<p><b>Copies of all other relevant reports and paperwork</b> e.g. - Review which recommended adoption/Care Plans  - Court Orders  - Two copies of Long Birth Certificate</p>	<p>Child's SW to obtain and share details with chair at meeting. To be provide for adopters/long term foster carers in advance of a placement once matched ratified</p>	
<p><b>Legal Issues</b>  LBH solicitor  Request permission to disclose documents to prospective adopters from the court</p>		

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<p><b>Medical Information</b></p> <p>Forms required to access medical information on child/ birth parents:</p> <ul style="list-style-type: none"> <li>• BAAF Consent Form – (to access health info on parents and child)</li> <li>• PH (Birth Parents' health form)</li> <li>• M + B BAAF forms (neonatal and obstetric)</li> <li>• IHA + RHA (Child's Medical Assessment Form) completed or requested?</li> <li>• Medical treatment/therapy issues</li> </ul>	<p>Child's SW</p>	<p><b>For completion of adoption medical</b></p> <p>Are birth parents likely to sign this? Have birth parents given consent to medical treatment? If not to seek agreement in early court hearing</p> <ul style="list-style-type: none"> <li>• SW completes Section A for each parent and gives to parent for them to give their</li> <li>• Also known as MAT B 1 - SW completes. This is sent to Paediatric dept. at hospital of birth</li> </ul>
<p><b>Education Documents</b></p> <p>Up to date school report</p> <p>Personal Education Plan</p> <p>Education Statement / School Action Plan</p>	<p>Child's SW</p>	
<p><b>Preparation of child</b></p> <p>Children's guide to adoption to be given at PPM and plan timing to undertake the work</p> <p>Direct Work with child</p> <p>Life Story Book – regulatory requirement – to be with</p>	<p>Child's SW</p>	

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<p>adopters no later than 10 days following granting of adoption order</p> <p>Later Life Letter – as above re: timescale</p>		
<p><b>Birth Family</b></p> <p>Giving information, 'counselling', about the adoption process. Specify who may request / require the service within the birth family.</p> <p>Post Adoption Centre Link info given?</p> <p>Possible birth parents' involvement in planning Life Story Work</p>	<p>Child's SW and Adoption Social Worker</p>	