

# PROSPECTIVE ADOPTER'S REPORT (PAR)

(Including concurrent planning/Fostering For Adoption (FFA) carers)  
(England)

**Name of adopter/s**

**Photograph of adopter/s1**

**Social worker's recommendations and advice:**

(To include recommendations on suitability to adopt and - where applicable - as a concurrent foster carer and advice where applicants interested in offering fostering for adoption through Reg 25a approval.)

**Name of social worker:**

# **CONTENTS**

## **Summary pen picture of the applicant/s and their plan to adopt**

To be completed by the applicant/s with guidance from their social worker.

## **Family tree**

To be completed by the applicant/s with guidance from their social worker.

## **Part 1 – Assessment report**

The assessment report presents an outline format for the inclusion of key information about the applicant/s and the social worker's analysis and evaluation of the significance of that information in relation to the applicant's suitability to adopt. The assessment report concludes with the social worker's recommendation on the suitability of the applicant/s. The second opinion report is completed where needed, following the conclusion of the assessment.

## **Part 2 – Factual information to support assessment report**

This contains all the factual information about the applicant/s and their circumstances, and includes a confidential section for the outcome of statutory checks and references.

## **Guidance and additional resources**

These are issued in a separate booklet which agencies, panel members and social workers may find useful:

### **Guidance on completing Form PAR**

This references legislation and guidance and assists the social worker in completing the assessment report. The assessment report puts an emphasis on summarising and then analysing relevant information. Guidance will set out more clearly how this can be achieved and will discourage the inclusion of unnecessary descriptive information.

### **Additional forms**

Proformas for the Registration of Interest Form, Stage One Plan, Stage Two Plan and Matching Plan are included here for agencies to use which meet the requirements of the Adoption Agencies (Miscellaneous Amendments) Regulations 2013 and Report for Temporary Approval as a Foster Carer (Regulation 25A CPPR Regs)

### **Toolkit**

This includes the formats for the chronology and ecomap which will be completed by the applicant/s and shared with the assessing social worker. Information provided from these documents will contribute to and inform the social worker's assessment. The completed forms will form part of the adopter's case file.

## **Summary sheet for adoption panel**

## **SUMMARY PEN PICTURE OF THE APPLICANT/S AND THEIR PLAN TO ADOPT**

*(To be completed in about 300 words, covering personal details, personality and interests, experience and lifestyle, support networks and type of placement being offered and where appropriate their interest in offering FFA or a concurrent planning placement))<sup>1a</sup>*

## **FAMILY TREE 2**

# PART 1: ASSESSMENT REPORT

*Please read guidance notes before completing this report and follow the format set out below. It is anticipated that Part 1 would be completed in 15–25 pages, depending on the complexities of the assessment.*

## Family and environmental factors

**What has made the applicant/s into the person they are today and what creates stability and security in their adult life that would enable them to become an adopter and a concurrent planning carer or to offer FFA? For each individual applicant, summarise the key aspects of the information provided by the applicant and evaluate its significance when considering the applicant's suitability to be a concurrent planning carer or to offer FFA and to adopt.**

### Family background and early experience<sup>3</sup>

*(Complete for both applicants when assessing a couple)*

1. Family of origin, including siblings and other significant family members and any other significant relationships that have influenced the applicant's development (including any that may have ended).
2. Summary of education experiences<sup>4</sup> – how have they influenced the applicant's views on the importance of education and how are they likely to enable a child(ren) to reach their potential?

### Social worker's analysis of the influence of early experiences on the applicant/s – Sections 1–2

#### Adult life – work, health and other issues

*(Complete for both applicants when assessing a couple)*

3. Summary of employment<sup>5</sup> – noting any relevance to the applicant's application to adopt and to be a concurrent planning carer or to offer FFA and any anticipated changes after a child is placed.
4. Health,<sup>6</sup> including significant details of any previous or current health conditions and their likely impact on the applicant's suitability to adopt (including physical and mental health and emotional well-being).
5. Any other information that is relevant, e.g. further details of information shared about significant issues arising from statutory checks, any significant previous partners and any implications these may have for this application.<sup>7</sup>

### Social worker's analysis of Sections 3–5

#### Relationships and support networks

6. Summary of the history and strengths of the current adult relationships<sup>8</sup> that are the basis of the household (by marriage, civil partnership, cohabitation).
7. Details of household members and their relationships with each other, including any birth or adopted children, and other adults, related or not. Summarise any issues arising from this, including where applicable the likely impact of a concurrent or FFA placement on other household members.<sup>9</sup>
8. Social and support network,<sup>10</sup> identifying key people and the support that they are anticipated to provide, and setting out current or anticipated integration into the local community.<sup>11</sup> Summarise any issues arising from this.

**Social worker's analysis of Sections 6–8****The home, financial circumstances and lifestyle**

9. Accommodation<sup>12</sup> and any issues arising from this.

10. Financial circumstances<sup>13</sup> and any relevant issues arising from this. Where an FFA or concurrent placement is being offered, include information about the applicant's eligibility for statutory pay and leave during the concurrency/FFA placement and the agency support that they will need.

11. Neighbourhood and community<sup>14</sup> and its suitability for children. Current leisure and recreational interests and whether these may change when a child is placed, particularly where applicable with the additional demands of fostering through concurrency or FFA. Access to and use of key local services relevant to family life. Summarise any issues arising from this.

**Social worker's analysis of Sections 9–11****Becoming adopters – the assessment of adoptive parenting capacity**

**Summarise the key aspects of the information provided by the applicant/s and evaluate its significance when considering the applicant's suitability to adopt:**

**Motivation to adopt and expectations of placement**

12. What is the motivation<sup>15</sup> for and the pathway that the applicant has taken towards applying to adopt? Where the applicant is considering a concurrent planning or FFA route, what are the considerations and motivations that have led them to consider this? Have they considered the impact of the potential loss of a child if they return to the care of their birth family?

13. What is the applicant's current view or expectations about the background characteristics and experiences, ages or number of child/ren that they hope to adopt?<sup>16</sup> How has this developed during the assessment process? Where applicable, what has led them to feel that they would be able to consider a child being placed through a concurrency arrangement or FFA?

**Social worker's analysis of Sections 12–13****Understanding of the needs of adopted children and adoptive parenting capacity**

14. What experiences of caring for children have prepared the applicant/s to become an adopter? In what ways are those experiences indicative of how they might parent an adopted child? Where the applicant/s is considering siblings, or placement through concurrency or FFA, set out their previous relevant experience and their understanding of the issues which may arise.

15. How has the applicant's view of their own identity<sup>17</sup> (personal, class, racial and ethnic, gender, sexual, cultural, language and spiritual) and their attitude and experience of diversity influenced their views and plans about promoting the child's cultural heritage and religious beliefs?

16. What is the applicant's understanding and expectations about children and the lifelong nature and impact of adoption, including exploring the changing nature of questions about adoption at different stages in adoptive family life, direct or indirect contact issues, later life challenges and tracing? Is this based on knowledge, information and experience?<sup>18</sup>

**17. .To be completed only where the applicant is considering a concurrent placement or FFA**

Many children placed in concurrency placements are very young babies with a range of developmental and health uncertainties, where the long-term impact may only be known several years later: e.g. babies where the mother has abused substances in pregnancy/they have genetic risk factors because of parental mental health history or parental learning difficulties/possible viral infections (e.g. HIV, Hepatitis C) that cannot be positively identified or ruled out at this stage. Early permanence is a protective influence for development, but does not negate the potential impact of such risk factors. What is the applicant's understanding of this and what background factors do they feel able to consider?

18. Has the applicant/s identified potential testamentary Guardians for their child in the event of their ill health, disability or death? Have they considered the need to write a new will once a child is placed?

**Social worker's analysis of Sections 14–18**

**19. Understanding of the role of a concurrent planning carer/FFA carer**

To be completed only where the applicant is considering a concurrent placement or FFA.<sup>19</sup> What are the applicant's expectations of the fostering role? What discussions have there been about the agency's or local authority's expectations of them as a foster carer? How will they manage the competing demands and priorities of concurrent planning or FFA? How will the applicant/s work in partnership with professionals? Have they thought about the impact on them of the additional scrutiny of professionals and expectations of them through the fostering period? How will the applicant/s manage the expectations of them in supporting contact and working with the child's birth family when offering a concurrent placement? What are their expectations of this if they are offering a FFA placement?

**Social worker's analysis of Section 19**

## **Summary analysis<sup>20</sup> of all key factors leading to the recommendation**

**This should identify the strengths, vulnerabilities and any areas identified for support or for the applicant's further development as an adopter and where applicable as a concurrent planning or FFA carer.**

## Recommendation to the panel

Using the analysis, evaluation and summary above, what is the social worker's recommendation to the panel about the suitability of the applicant/s to be approved as an adopter and where applicable as a concurrent foster carer? What advice would the social worker give about the characteristics and numbers of children to be placed and whether the applicant/s could offer a FFA placement?

### Signature of social worker completing the report

I CERTIFY THAT THIS REPORT IS COMPLIANT WITH THE RESTRICTION ON THE PREPARATION OF ADOPTION REPORTS REGULATIONS 2005.<sup>21</sup>

Signature

Date

---

Print name

### Signature of team manager responsible for the report

The applicants have been given a copy of the adoption agency's privacy notice to comply with the General Data Protection Regulation 2018.

I CERTIFY THAT THIS REPORT IS COMPLIANT WITH THE RESTRICTION ON THE PREPARATION OF ADOPTION REPORTS REGULATIONS 2005.<sup>21</sup>

Signature

Date

---

Print name



## Written report on second opinion visits<sup>22</sup>

Name of applicant

---

Name and status of person completing this report

---

Reasons for undertaking a second opinion visit

---

Report on key areas discussed during visit

---

Recommendation to the panel on the suitability of the applicant/s to be approved as an adopter and – where applicable – as a concurrent foster carer? This should include any advice about the characteristics and numbers of children to be placed, including offering FfA (if different from that of assessing social worker, set out reasons).

---

## The applicant's observations on the report<sup>23</sup>

Name of Applicant 1

Name of Applicant 2

We/I have read the report prepared on our/my suitability to adopt

Applicant 1

Applicant 2

We/I have the following observations/additional comments on any aspect of this report.

We/I certify that, to the best of our/my knowledge and belief, the details contained in this report are correct. We/I have indicated below any factual corrections that we/I believe need to be made in the box below. We/I understand that the agency may seek verification of any of the facts supplied. We/I understand that if any of this information is found to be false or misleading, this may result in the agency rejecting our/my application. We/I understand that it is important not to withhold any information about factors that may influence our/my capacity to care for a child. We/I understand that the agency may ask us/me to supply further information in order to assess our/my application.

The factual corrections which need to be made are:

We/I understand that any information supplied by us/me in respect of this application may be held and/or processed in an electronic form and is subject to the relevant provisions in the Data Protection Act 2018 and other relevant statutes. We/I understand that any information supplied will form part of the agency's case record in respect of our/my application. We have received the privacy notice from the adoption agency that explains how my/our personal data will be kept and shared.

We/I understand that this form is the property of the agency to which we/I have applied. We/I agree not to copy this document (other than for our/my own personal records) or disclose its contents in full or in part, to any other person, agency or authority without the agency's permission.

Signature

Date

Print name

Signature

Date

Print name

## PART 2: FACTUAL INFORMATION

*Please see relevant guidance*

### Details of agency completing the assessment

Agency reference number	Full report/Brief report <sup>24/25</sup>
Name of agency	
Address	
Postcode	
Telephone	Fax
Name of social worker	Name of team manager
Telephone	Telephone
Minicom	Minicom
Fax	Fax
Email	Email

### Applicant 1

Surname	
First name/s	
Other names used (including familiar names)	
Date of birth	Age
Place of birth	

### Applicant 2

Surname	
First name/s	
Other names used (including familiar names)	
Date of birth	Age
Place of birth	

### Home address

Address
Postcode
Length of time at this address
Is this the applicant's permanent place of residence? Give details
Home local authority

**Applicant 1****Applicant 2**

If the applicant is married, give date and place of marriage

If the applicant has a registered civil partnership, give date and place of registration

If the applicant is living with a partner, date on which the applicants set up a household together<sup>26</sup>

If the applicant is separated or divorced or has dissolved a civil partnership, give date and name of previous partner

**Identity****Applicant 1****Applicant 2****Gender**<sup>27</sup>**Sexual orientation**<sup>27</sup>**Nationality****Ethnicity**<sup>28</sup>**Primary language spoken in the home****Other language(s) spoken in the home****Religion or faith group****Practising or non-practising****Does the applicant identify as disabled?**

Yes/No

Yes/No

**Does the applicant identify as trans?**

Yes/No

Yes/No

**Occupation or profession****Applicant 1****Applicant 2****Current occupation (if any)**<sup>29</sup>**Current employer (if any)****Date started****Current hours of work****Income from occupation or profession**

**Proposed hours of work  
following placement of child**

---

## Who else lives in the household?

### Children under 18

Surname	First name/s	Gender	Date of birth	Ethnicity <sup>28</sup>	Relationship to applicant(s) <sup>30</sup>	Current school

### Adults (including grown-up children) living in the household

Surname	First name/s	Gender	Date of birth	Ethnicity <sup>28</sup>	Relationship to applicant(s) <sup>30</sup>	Education/employment	Were they interviewed?
							Yes/No
							Yes/No
							Yes/No

### Are there other adults (not in the household) who may have responsibility on a regular basis for the care of any child/ren placed?

Surname	First name/s	Gender	Date of birth	Ethnicity <sup>28</sup>	Relationship to applicant(s) <sup>30</sup>	Were they interviewed?
						Yes/No
						Yes/No
						Yes/No

### Are there children (under 18) from a current or previous partnership living elsewhere?

Where a child has died, their details should be recorded here.

Surname	First name/s	Gender	Date of birth	Date of death	Ethnicity <sup>28</sup>	Relationship to applicant(s) <sup>30</sup>	Were they interviewed?
							Yes/No
							Yes/No
							Yes/No

### Does the applicant/s have adult children living elsewhere?

Where a person has died, the details should be recorded here.

Surname	First name/s	Gender	Date of birth	Date of death	Ethnicity <sup>28</sup>	Relationship to applicant(s) <sup>30</sup>	Were they interviewed?
							Yes/No
							Yes/No
							Yes/No

## **The home and its environment**

**Include number of rooms including bedrooms, play and garden space, and proposed sleeping arrangements. Is the home accessible for a child with disabilities? Give details if relevant. If there are any pets, give brief details and note any relevant issues.<sup>31</sup> Have the applicant/s prepared their home to address any relevant health and safety issues?<sup>32</sup> Are there any outstanding issues in relation to the home and its environment?**

## The adoption application

Date Registration of Interest

Form received

Date accepted

Date of agency decision to move  
to Stage Two

Any comments about length of time taken to complete the assessment

Date assessment updated  
(if relevant)

Date applicant notified of referral  
to the adoption panel

### Training and preparation groups

Has the applicant/s attended the following?

Applicant 1

Applicant 2

Date started/  
completed

Number of  
sessions

Date started/  
completed

Number of  
sessions

Information sessions

Group preparation or training  
sessions to date

Individual training or preparation  
sessions to date

Group training or individual  
preparation sessions on providing  
concurrent/FFA placements

Give brief details of composition of group where a group preparation has been attended and set out the areas covered in preparation groups, training workshops, input on concurrency and FFA placements and e-learning materials completed

The applicant's views of their principal areas of learning during preparation and training, including specific learning about becoming concurrent or FFA carers and any further areas they would like to cover

The trainer's views of the applicant's principal areas of learning during preparation and training<sup>33</sup> and any further areas that should be addressed



## Home study assessment

State number of times applicant/s interviewed

Applicant 1

Applicant 2

Individually

Together

For applicants where there are already children in the household, state number of times family group interviewed and number of times children interviewed (individually or together)

Applicant and child/ren together

Child 1 (name)

Child 2 (name)

Child 3 (name)

Child 4 (name)

Where other members of the household have been interviewed, identify who they are and number of times interviewed

Name

Number of times interviewed

Observations and comments of any adult or children living in the household and their views on the application to adopt and where applicable to offer a concurrent or FFA placement and the impact of any child/ren joining the household)

*This section can be included with the confidential references where necessary.*

## Verification and required checks

### Identity and status

	Applicant 1	Applicant 2
Date original birth certificate seen		
Date passport verified or other certification of nationality		
If the applicants are married to each other, date marriage certificate seen		
If the applicants have registered a civil partnership, date certificate seen		
If the applicant is divorced, date divorce certificate seen		
If the applicant has terminated a civil partnership, date dissolution order seen		
Have household income and expenditure been verified?	Yes/No	Yes/No
Methods of verification		

### Domicile and habitual residence 34

Is the applicant/s domiciled in the UK?
If no, state domicile
How long has the applicant/s been habitually resident in the UK?
If non-UK passport holders, state country of issue
If non-UK passport holders and EEA citizens, do they have permanent residency?
If not, have they lived in the UK for five years?
State evidence seen
If non-UK and non-EEA citizens, do they have indefinite leave to remain?

### Health 35

	Applicant 1	Applicant 2
Name of General Practitioner		
Address of GP practice		
Telephone		
Name and contact details of the medical practitioner who undertook the statutory health assessment (if different from GP) and date of health assessment		
Where an updated health assessment has been completed, indicate date, by whom, and reason		
Date	Medical practitioner	Reason

**STRICTLY CONFIDENTIAL** – This section includes third party information which must not be shared with the applicants without consent.

## Medical adviser summary of the health and support needs of the applicant/s

For each applicant, set out whether the applicant has any health conditions or physical and mental health impairments that are likely significantly to impact on their capacity to care for any child placed with them. Where the agency should take this into account in assessing for support services, this should be indicated.

Applicant 1 (Name)

Applicant 2 (Name)

Name of medical adviser			
Telephone		Date	

**STRICTLY CONFIDENTIAL** – This section includes third party information which must not be shared with the applicants without consent.

## Checks

**Has the applicant/s ever had a county court judgement made against them or have they ever been declared bankrupt?** <sup>36</sup>

Yes/No

If yes, please give date(s), court and brief details.

**Has the applicant/s been involved in any family court proceedings or in any proceedings about children and/or family?**

Yes/No

If yes, give details of the date, name of court, type of order made and the name of the children concerned.

**Has the applicant/s previously applied to become a foster carer, adopter or childminder?** <sup>37</sup>

Yes/No

If yes, give details of the date, name of agency, address, type of application and outcome.

**Has any other member of the household previously applied to become a foster carer, adopter or childminder?**

Yes/No

If yes, give details of the date, name of agency, address, type of application and outcome.

### Statutory and other checks (give date completed)

	Applicant 1 (Date)	Applicant 2 (Date)
Enhanced DBS check		
Home local authority <sup>38</sup>		
Previous local authorities		
Current employer		
Past employers (where this includes work with children or vulnerable adults)		
School, college, nursery		
Previous partner(s)		
Other checks completed, e.g. overseas checks where relevant <sup>39</sup>		
Give details of any contra-indications arising from statutory checks and how these have been addressed. Further detail can be shared in the assessment report.		

**STRICTLY CONFIDENTIAL – This section includes third party information which must not be shared with the applicants without consent.**

### **SOCIAL MEDIA AND INTERNET CHECK <sup>40</sup>**

<b>Has a check been made of social media websites or using internet search engines?</b>	YES/NO
If yes, provide details, including any contra-indications arising from these checks, and how these have been considered/addressed. Alternatively, note briefly and cross-reference to the relevant section in the assessment report.	

### **Summary of personal references completed<sup>41</sup>**

	Referee	Referee	Referee
<b>Name</b>			
<b>Address</b>			
<b>Relationship to applicant</b>			
<b>Number of years known</b>			
<b>Interviewed: give date(s)</b>			
<b>Written: give date(s)</b>			

Have other references been taken up, e.g. ex-partners, adult children? Give details below.

	Referee	Referee	Referee
<b>Name</b>			
<b>Address</b>			
<b>Relationship to applicant</b>			
<b>Number of years known</b>			
<b>Interviewed: give date(s)</b>			
<b>Written: give date(s)</b>			
<b>Reference in relation to which applicant</b>			

**STRICTLY CONFIDENTIAL – This section includes third party information which must not be shared with the applicants without consent.**

**STRICTLY CONFIDENTIAL** – This section includes third party information which must not be shared with the applicants without consent.

### **Summary and evaluation of information from each referee<sup>42</sup>**

**Name of referee**

**Relationship to applicant**

**Date of contact and/or visits**

**Name and status of person  
completing this report**

**Summary of key information from written reference and referee visit**

**Social worker's analysis and weight given to reference<sup>43</sup>**

**Name of referee**

**Relationship to applicant**

**Date of contact and/or visits**

**Name and status of person  
completing this report**

**Summary of key information from written reference and referee visit**

**Social worker's analysis and weight given to reference**

**Name of referee**

**Relationship to applicant**

**Date of contact and/or visits**

**Name and status of person  
completing this report**

**Summary of key information from written reference and referee visit**

**Social worker's analysis and weight given to reference**