

CHECKLIST FOR SOCIAL WORKERS

- Referrals can be made by sending BAAF Form F or Form E Part 1. There is no need to complete another referral form.
- All children should only be referred if, 3 months after their adoption plan has been approved by panel, they have not been placed or no local match being pursued.
- All adopters must be referred 3 months after approval if they have not had a placement or if no local match is being pursued, unless they wish not to be.
- Adopters and/or children can be referred immediately should you so wish.
- We will happily carry out a search of potential families available for a child to provide information for court reports, but require at least 48 hours notice.
- Please ensure that the child's Adoption Plan approval date and approval of adopters date are included on the Forms E&F, or referral form.
- It is the responsibility of each Agency to ensure that you have the necessary consents from adopters to refer them to the Register, however we do not need to see this consent.
- If you are referring a child to the Register during Care Proceedings it is not necessary to seek the court's permission to do so. However it may be wise to inform the court of the referral.
- Please let us know if a child is placed or a family is no longer available (whether or not the match is made through the Register or another agency) so that we can update our records and will not send details out unnecessarily. A telephone call is all that is needed.
- Please make sure all correspondence is sent to
Adoption Register for England & Wales, Unit 4, Pavilion Business Park,
Royds Hall Road, Wortley, LEEDS. LS126AJ
- Please remember the Adoption Register is here for you to use to help you place children for adoption and it is a totally free service! If you want to discuss anything with us please give us a ring.

Tel 0870 750 2173 – Fax 0870 750 2174