







#### Welcome!

Thank you for taking the time to read our information pack. Here at Western Bay we are always interested in talking to people who are considering adoption. Whether you are just wanting to find out a little more or whether you're ready to start straight away we would like to talk to you.

We have a dedicated team of social workers within our Recruitment and Assessment Team who bring with them many years of experience in assessing and supporting adoptive parents. They are there to answer any questions you may have and to talk to you about the adoption process.



In this information pack we want to tell you more about the adoption process and what to expect. We'll try and answer some 'Frequently Asked Questions' but we are always here and happy to have a chat about any queries that aren't necessarily covered in this pack.

Because we recognise most families will need adoption support at some point during their adoption journey we would also like you to discover more about our



Post Adoption Team and the ongoing support, guidance and advice that we offer to families.

#### Who are we?

Western Bay Adoption Service is made up of three collaborating local authority adoption agencies; Bridgend, Neath Port Talbot and Swansea.

By working collaboratively, the Western Bay service offers an enhanced adoption support service to potential adopters, approved adopters, adopted children and those adults who were adopted as children.



We aim to provide the very best services for adoption – our local, but centrally coordinated service, enables us to match children with adopters with as little delay as possible. We know about all the children waiting for new families within our three county boroughs and we aim to ensure that children are linked and matched with the families who can best meet their needs.



#### Why choose WBAS?



## We would definitely use Western Bay again it was a positive experience and they couldn't do enough"

Rob and Rich from Swansea who adopted with us in 2020.

We offer a unique adoption support service which is free, bespoke and genuinely lifelong including:

- tailored training courses specific to the needs of the adopter and the adopted child;
- adoption allowances in some cases;
- post-adoption training and support groups;
- social activities for adopters and adopted children;
- o buddying up with other adoptive parents;
- o signposting and support in accessing relevant services;
- direct work with children and families;
- life journey book for the adoptive child and adoptive family;
- an experienced and dedicated post adoption support team including social workers, play therapists and a child psychologist. You can request support at any point.



#### The children waiting for adoption

At any given time the numbers of children waiting for adoption can change so it is difficult in this leaflet to give an up to the minute picture of what children might be waiting.



We do know that many adopters wish to have children as young as possible, with very few needs. However, whilst we have many children needing an adoptive family whose ages range from under one year to much older, we particularly need adopters for -

- Babies and young children whose development may be affected by birth parents' substance or alcohol misuse.
- Children who may be affected by parental mental health or learning difficulties.
- Children over three years of age
- Sibling groups of two or more children
- Disabled children of all ages
- Children with emotional or behavioural difficulties linked to their early childhood experiences.
- Children of dual heritage.



Western Bay Adoption Service is keen to encourage applications from people offering adoptive homes to children in these groups and, where necessary, can prioritise assessments for children waiting. The fictional profiles below are quite typical of children who need to be placed for adoption.

upset unless he is tired or hungry. He has lived with his foster carers since he was 3 days old. He has responded well to routine and sleeps through the night. Billy is a very loving child who is able to make it clear when he needs a change or a feed. He loves to be spoken to and responds with smiles and giggles. Although Billy is a healthy baby he was exposed to drugs and alcohol whilst his birth mother was pregnant. This may have implications for him in the future which prospective adopters would need to be this could also have implications for Billy's future.

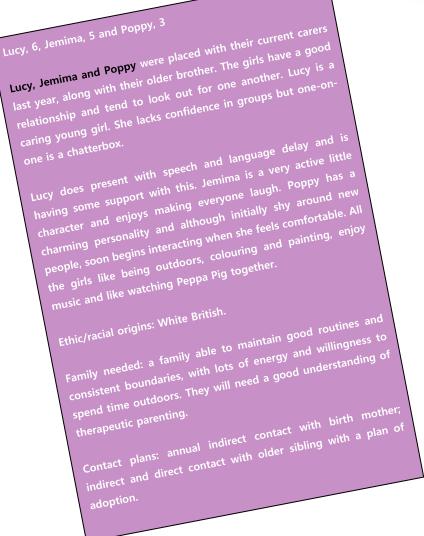
origins: White Briss

Family needed: an adoptive family with a good support network who can accept the potential long-term implications. A family able to cope with uncertainty and be robust and resilient.

Contact plans: annual indirect contact with birth parents.
Support: a support plan will be put in place prior to a
match being agreed.

Milly is 13 months of age. She has a lovely smile and infectious giggle. She has been in a stable foster care placement since she was four weeks old and has developed strong attachments with her carers. She is a very happy and contented baby, who is sociable and enjoys and thrives on interaction and attention from her carers and their wider family. She is starting to crawl, eats well and sleeps through She's used to living in a house with other children and getting out and about. Birth mother presents with learning difficulties and possible undiagnosed mental health issues. She reports she did not drink or smoke during her pregnancy. Ethnic/racial origins: birth mother; black Ghanaian, birth father; unknown. Family needed: a one or two parent Support: Chloe does not have any presenting additional family. needs.





#### When adoption may not be the right way forward

Adoption is about being fully able to meet a child or young person's needs and providing a settled and stable home. Consequently, there are certain personal difficulties that may adversely affect your likelihood of being approved as an adopter. For example, any of the situations below may prevent your application to adopt:

- Serious mental health problems
- Alcohol or drug dependency



- When you, or a member of your household, have a criminal record relating to violent or abusive crimes against children or adults.
- Not being a permanent UK resident
- Not having a settled or stable lifestyle
- At a time of change e.g. moving house, changing career etc.
- Having had a child of your own taken into care in the past or if there have been concerns about your parenting.
- Length of relationship
- Significant debts/ loans that have not been resolved

Certain laws affect who can, or cannot be approved as adopters. We are happy to discuss any of these issues with you. Please contact us if you are not sure whether something may apply to you, as we still welcome your interest.

#### Your adoption journey



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#### **Enquiry**

The first part of your journey is to find out more about adoption. Contact the adoption team on 0300 365 2222 and/or enquire through our website westernbayadoption.org We are always more than happy to have a chat and answer any questions you may have. You will find an Adoption Enquiry form either on our website or attached at the end of this information pack. Please complete this and return to us here at Western Bay.



#### **Initial home visit**

Following your first enquiry to us you will be allocated a social worker who will contact you to arrange to meet (either online virtually, or in a way that works for you – depending on the coronavirus restrictions that may be in

place.) During this meeting the social worker will take some details from you in relation to your own personal circumstances to enable us to consider whether you are ready to continue to the next stage of the adoption process. You can also ask the social worker any questions you may have.

The social worker will discuss your details with an adoption manager and a decision will be reached if it is appropriate to proceed at this time. You will also need to reflect on whether the time is right for you. This is such an incredibly important commitment that we want to make sure you are in the right place and that you feel ready to begin your adoption journey.



#### **Information events**

Following your initial visit you will then be invited to an informal information event – 'Introduction to Adoption'. These will run on a regular monthly basis. Here you will meet our social workers who will talk to you about the adoption process and answer any questions you may have. You will also learn more about the children who need to be placed for adoption, the adoption journey and the support that is available for you. At the end of this event you will be provided with your Registration of Interest form.

#### **Registration of Interest**

After your home visit and attendance at the information event we will ask you to complete your registration of interest form. This is a formal application with your consent to undertake the necessary references and checks of all adults living in your household.

Please be aware that we cannot commence stage one until we receive your Registration of Interest as this is your permission for us to start our checks and references.



#### **Stage One**

This stage of the process takes around 2 months to complete. (This can vary if there is a delay in obtaining certain checks/information – we will write to you if this is the case to ensure you are fully aware should there be any possible delay).

At the beginning of this stage you will meet with your social worker and together we will complete and agree your 'Stage 1 Plan'.

Western Bay will begin to obtain references and undertake necessary checks.

#### These include:

- A criminal background check with the Disclosure and Barring Service (DBS).
   This will show any previous criminal convictions and if you have been barred from working with children.
- Local Authority checks.
- GP details you will need to pay for your medical.
- Employer's reference (if you work with children or vulnerable adults).
- Ex-partner checks (particularly if there were children as part of this relationship).
- Personal referees who will be asked to provide a written reference and your social worker will also ask to meet.
- School checks if you have children of school age.
- There can be additional checks that we may request depending on your circumstances. This sounds like a long list but please try not to worry – everyone needs to have checks undertaken.

Sometimes people have some concerns about different aspects of their lives both presently and historically. Talk to your social worker about any worries you may have as they will be keen to support and advise you.



The pool of people available to become adopters is now very much wider than years ago. Now the most important things we look for are resilience, flexibility, commitment and the willingness to learn and use therapeutic parenting skills, rather than a 'traditional' family set up.

#### **Preparing to adopt**

It is during stage one that you will be asked to start your preparation work.

#### Preparation includes:

- 1. Your own reading and research (you will have a reading and resource list to help you, although some suggestions are provided at the end of this information pack).
- 2. Attending our 3 day Preparation Training course. These run every month.

  Currently these events are all online. Our preparation courses provide an opportunity to meet with other prospective adopters.
- 3. We have found that many of our adopters make really good connections at these events and go on to support one another throughout.
- 4. Your own personal information workbook. This includes lots of questions about you, your relationship, your support network, your neighbourhood and your experience of caring for children as some examples. It's your own portfolio of information and learning all of which helps not only to prepare you but also in the completion of your prospective adopters report.



5. The more you can do – the better! If you have any worries about this – again, you will have a social worker on hand to offer advice, suggestions and guidance.

""Tip, look on YouTube for anything by Dan Hughes, Sarah Naish, Kim Goulding, Helen Oakwater or Bryan Post"

Throughout stage one of the process you will have the support of an adoption social worker who will be on hand to advise you and answer any queries as and when they may arise. At the end of Stage one we will write to you outlining that, having received all of the information from you and from the checks needed, we consider you may be able to adopt.

If there are any reasons why we are not able to consider you as eligible to adopt during the course of Stage one you will be notified in writing with the reasons clearly explained.

You are able to take a break here if you wish, for up to six months. If you need to take longer than six months you will need to restart the



#### **Stage 2 – The Assessment**

This stage of the process involves an assessment of your suitability to adopt and takes around 4 months. It is during this stage that you will meet regularly with your social worker who will need to get to know you, gather further information about you as well as to support you in any further training or preparation.

This is an opportunity for you to learn a lot more about adoption and to develop your understanding of the needs of children who may be placed with you.

Your social worker will signpost you to any support groups we may be running which may be of interest to you or suggest some online training courses you can take – many of which are free.

It will be an expectation of the service that you complete our rolling programme of training that will enhance your understanding of adoptive parenting and the needs of adopted children.

Your social worker will complete your Prospective Adopters Report and will also make contact with your referees during this stage.

We aim to complete this part of your assessment within 4 months. You will be provided with the finished assessment to read. The checks that we undertake, including references, remain confidential to the adoption team. At the end of stage 2, your social worker will present you and your report to an adoption panel.



#### **Adoption Panel**

# "Our social worker put us as at ease and assured us that everything was in the report, so when it came to panel - it was a straightforward approval"

Marc and David from Neath who adopted in 2020

The adoption panel recommends whether your application should be approved or



declined. The panel is made up of professionals, including social workers and medical and educational professionals as well as adoptive parents and/or adopted people. There is also a chairperson, a minute taker and a panel advisor. You are invited to attend with your social worker. The panel will have

read your Prospective Adopters Report and may have some questions to ask you and your social worker on the day. Your social worker will have spent time talking to you about panel and what to expect and will be there to support you throughout.

If the panel recommends your approval as an adopter the final decision will be made shortly after by the Agency Decision Maker. You will then receive a letter confirming your approval as adopter/s.



#### **Finding a Family**

Once you have been approved to adopt your social worker will start working with our Family Finding Adoption Team to identify children whose needs you could meet. You will also be referred to the Adoption Register for Wales and/or you may choose to respond to a child/ren featured in Linkmaker.

Again, your social worker will be there to support you and work closely with you throughout and beyond adoption.

#### **Matching**

During the course of your assessment your social worker will have got to know you



really well. The purpose of your assessment visits aren't just to gather lots of information about you but to help your social worker to form understanding of your particular skills own abilities and in and

doing so, ensure that you are matched with a child or children whose needs you can meet.

Following approval there will likely be a wait whilst your social worker explores any potential matches. We know that this can be a challenging time and often adopters tell us that they feel as if they are in limbo.



Waiting for the phone to ring to be told of a potential match can feel like an eternity even though it could be just a matter of weeks! It's not possible to ever predict how long this part of your adoption journey may take. You can use this time to continue to read, listen to podcasts and/or attend our support groups.

Once a match has been identified for you, your social worker will meet with you to share information about the child/ren, their background and birth family. You will also have a visit from the child's social worker to share further information about the child's personality, likes, dislikes and also information about any health or genetic factors you will need to consider.

If you are the right match for a child or children, you will be invited to meet with:

- The child's foster carer
- The child's local authority medical adviser,
- Other professionals (this is decided on a case-by-case basis, but may include: nursery teachers, schoolteachers, or any other professional involved in the child's life)



These meetings provide an opportunity for you to gain as much up to date information on the child or children to ensure you understand the child's needs prior to moving forward.



You will be involved with preparing an adoption support plan which will reflect why it is felt you will be the right parent for the child and any anticipated support you may need in meeting the child or children's needs.

If everyone agrees the match should proceed between you and the child, you will be invited to a matching panel.

The matching panel is similar to an approval panel, however its main purpose is to ensure that you as the prospective adopter can meet the child's needs now and into the future.



Once a match is approved, introductions can begin. Introductions are where you will finally get to meet the child in person. The aim of introductions is to help the child move from their foster carer to your home. Introductions can vary in length depending on the age and needs of each child.



They usually involve you observing the child in the foster carer's home and gradually taking on the parenting of your child.

Your social worker and your child's social worker will support you through introductions. There is usually a review halfway through and the child or children will move to you when everyone agrees the child is ready.

Tip, listen to 'Radio 4's
The Adoption' Pode-

#### **Post Placement**

During this time, your child/ren and yourselves will be visited and supported by your Social Worker and the child's Social Worker. There will be regular visits to your home and the placement will be reviewed in accordance with the Adoption regulations, to make sure that all is well and that your child's needs and those of the family are being met.





The Courts will not consider an Adoption application until the child/ren has lived with you for 10 weeks. Often it is considerably longer as everyone needs to feel that they are ready, that the child has settled and that everyone has made the move to becoming a family.

Once an application to adopt has been lodged in the court, the court process begins. You will be kept informed of the progress each step of the way. You won't attend court as the social workers involved will be doing so. Courts can sometimes take a few months to grant an Adoption Order. Once this is done, you legally become your child's parent and guardian.

You will receive an adoption certificate directly from the court which shows the child's new surname and replaces their birth certificate. An Adoption Order is irrevocable, and a child has the same legal rights as any birth child.

You and your child will be given the opportunity to attend a Celebration Hearing following the Final Hearing. This celebration at court can be attended by other family and friends, and gives you all the chance to celebrate your new family.

#### **Post Adoption Support**

Our Post Adoption Team are all skilled at supporting families and children who are experiencing difficulties or need guidance and advice. We recognise this is likely and completely normal too!



"We're a skilled and experienced team who are trauma informed and understand the specific needs of adoptive families. We also know that the earlier you access support the better for your family. You can access an adoption support assessment at any stage of your adoption journey. We are here and can walk alongside you throughout your journey and be there to help when bumps arise along the way."

Some of the support you will be able to access includes:

- Assessments of adoption support needs
- Therapeutic Parenting courses these run regularly and are aimed at adopters who have had children placed recently (within 12 months).
- Direct work with children
- Play Therapy
- Support groups and workshops (currently virtually).
- 1 to 1 parenting support
- Life Story Work support and advice in telling and talking about adoption and sharing your child's life journey materials.
- Playgroups (these are currently on hold due to Covid but we can't wait for them to start back up again when safe to do so!)
- Letterbox we have a letterbox team who are on hand to advise and support you in all matters relating to letterbox contact.
- Birth Parent Support.



#### Frequently asked questions

#### What is adoption?

Adoption is a legal process. The completion of that process is the granting of an adoption order by the courts. The effect of this order is to transfer all parental responsibilities to adoptive parents. The adoptive parents become the child's legal parents.

#### Who can adopt?

People of all backgrounds are able to adopt but must meet the following criteria:

- You must be over 21 years of age.
- You or your partner is domiciled in the British Islands and have been habitually resident for at least a year before you apply for an adoption order.
- Neither you nor an adult member of your household has been convicted or cautioned in respect to specific offences. (Other criminal offences will not automatically exclude you but will be taken into consideration during Stage 1 of the application process.)

There may be other matters that could mean you are not eligible at this time. Please talk to your social worker about anything that worries you at the earliest opportunity so that they can advise and support you.

We do not necessarily view people who have had 'perfect' lives as ideal adopters. Often we find that people who have already faced challenges in their life and overcome them have developed a resilience that makes them better prepared for adoption, especially if they have sought help and support when they needed it.



#### Why do children need to be adopted?

The main reason why children need to be placed for adoption is because they cannot be cared for by their birth family safely.

Children who need to be adopted may have experienced trauma and neglect. They may have experienced a number of placement moves.

They may have experienced harm whilst in utero and it will be part of your assessment and preparation journey to understand what some of these background issues may mean for a child's future.

Some of our children need to remain with their brothers and/or sisters and therefore we are always happy to talk to you if you are considering adopting a sibling group.

Some of our children are older.

Some of our children have additional needs or disabilities.

Some of our children are young babies and in such instances you will need to be understanding and accepting of uncertainty in terms of their future development.

When you are matched with a child (or children) your social worker will share as much information as is available with you about the child's story so that you are making as informed a decision as possible. Your social worker will advise and support you throughout and no question is a 'silly' question so please don't be hesitant to ask!

Our children who need to be placed for adoption will all need plenty of nurturing care and a parenting style that is therapeutic, empathic and understanding – with lots of patience and of course love. They need adoptive parents who will help them make sense of their past.



Poor early life experiences and trauma can mean that children feel the world is unpredictable and scary. They need to feel safe and secure and to know that you're not going anywhere no matter what.

#### I am having fertility treatment. Can I still adopt?

Because of the emotional nature of both fertility treatment and the adoption process we do recommend that you will have completed any fertility investigations and treatment prior to submitting your registration of interest. We suggest that you have had 6 months to come to terms with the ending of any treatment before embarking on your adoption journey.

However, your social worker will be happy to discuss this further with you during your initial visit as we know everyone's circumstances can differ and we very much work on a case by case basis.

#### I smoke – can I still adopt?

Because of the very harmful effects of smoking, applicants who smoke, or who have someone in the household who smokes, would not be eligible to start the adoption process until they had ceased smoking for a <u>minimum</u> of 12 months, preferably longer. There is an expectation that you would have stopped smoking for at least 12 months before we accept your application.

Currently, the same advice and guidance applies to e-cigarettes.

#### I have a disability – can I still adopt?

Yes absolutely. Your social worker will want to explore with you how your disability may impact your day to day life and whether there are any limitations on your ability to meet certain children's needs. It will be important to establish what support you may need following the placement of your child so discuss this with your link social worker early on.

#### I have some health problems – can I still adopt?

There are very few medical issues that will prevent you from being able to adopt. Please talk to your social worker during your initial visit about any health needs you may have. As part of stage one you will be required to have a medical with your GP. You will need to pay for this and fees are dependent on your own surgery. If you are under the care of a consultant you will be asked to provide their details.

Adoption can be very demanding, physically and emotionally. This is why age, health and lifestyle of all applicants is considered as part of the assessment process. If you are, or have previously, suffered with any mental health difficulties we will need to find out how your emotional and mental health is currently and explore with you how you might manage stressful situations – what coping mechanisms and support you might have for example.

It is important to provide children with a healthy lifestyle and adopters need to understand the importance of this for themselves and for their adopted child.

#### I have pets – is this a problem?

No – many of our adopters have pets. We also know how therapeutic a pet can be for children. Your social worker will carry out a 'pet assessment' with you. If you have a dog for example, you'll be asked what breed of dog, what is their temperament, etc. A child's safety always comes first and we would need to ensure that any potential risks or issues are fully explored as part of the assessment process.



#### How much does it cost?

The only cost during your assessment process will be for your adoption medical. You will also need to pay the court administration fee of £170 when you formally apply to adopt after your child has been placed with you.

You will be asked to provide information about your financial circumstances as part of your assessment.

#### I have a criminal conviction – can I still adopt?

We ask that you are open and honest from the beginning and disclose any criminal convictions, cautions, allegations and pending cases.

There are many offences that will not necessarily preclude you from proceeding with the adoption process.

Your social worker will need to fully explore with you any previous convictions and cautions as part of your assessment. You will also have had a DBS undertaken during stage one.

Offences against children will automatically mean that we would not be able to take up your application.

It is so important to talk to your social worker at the earliest opportunity so that an open and honest discussion can take place. We have significant concerns when information comes to light during the course of the assessment which we believe to have been purposely hidden and in such instances it is likely that your application will be turned down should this occur.

#### What if I am planning to move house?

As we need to consider the home you live in, those who are about to move or have recently moved may need time to ensure they have completely settled in.



Moving home can be stressful and unsettling and as such you might need time to adjust before any new family members arrive.

We will need to know more about your home and whether you have the room for a child. You don't need to have a separate bedroom but if you are planning on children sharing a bedroom we will need to look at what that might be and for how long. We need to know about any changes you may need to make. During stage 2 your social worker will complete a health and safety assessment with you in your home. It is helpful for you to start thinking about what you might need to do to make sure your home is safe and suitable for a child.

"The most important thing is that when you apply to adopt a child, you are at a time in your life when you are able to focus fully upon the adoption process and the needs of the child or children you wish to adopt"

#### Should children be told they are adopted?

Yes! All children need to know their history and why they were adopted. Years ago, adoption was secretive and we know, through adopted adults experiences, the harm finding out later in life caused. All children placed for adoption will have a Life Journey book and other life journey materials. You can head over to adoptcymru.com for further information on life journey work. You can also take a look at lifestoryworks.com We know that the earlier the better so advise adopters



to begin talking with their child/ren about their birthparents and adoption even before they can talk. The story will help provide a solid sense of identity.

#### **Next Steps**

Thank you for taking the time to read through this information pack. If you would like to proceed to the next stage please could you complete the enquiry form (attached). You will then be invited to attend one of our information events. Also, if you would like to talk to us we have a duty social worker available Monday to Friday from 8.30am until 5pm (4.30 on Fridays).

#### Some suggested reading/websites to consider:

- The A- Z of Therapeutic Parenting Sarah Naish
- Therapeutic Parenting in a Nutshell Sarah Naish
- How I met my Son Rosamund Powell
- No Matter What Sally Donovan
- Adoption Conversations Renee Wolfs
- Talking About Adoption CoramBaaf
- Nurturing Attachments, Supporting children who are fostered and
   Adopted Kim S Golding
- And Then There Were Four Emma Sutton



#### **Podcasts**:

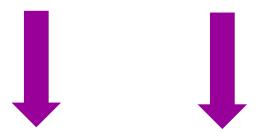
- Truth be Told: Adoption Stories National Adoption Service
- The Adoption and Fostering Podcast Al Coates and Scott Casson-Renne
- The Adoption Radio 4
- Adoption Adventures
- New Family Social Podcast (for LGBTQ adopters).
- The Therapeutic Parenting Podcast

#### Websites:

- Western Bay Adoption: westernbayadoption.org
- Adoption UK: adoptionuk.org/
- National Adoption Service: adoptcymru.org
- National Association of Therapeutic Parenting: naotp.com/

Don't forget to follow our social media by searching for Western Bay Adoption on Facebook and Twitter.

If, after reading through this pack you would like to find out more and begin your adoption journey please complete the form below and return it to us.





### Adoption Enquiry Form

APPLICANT 1		APPLICANT 2	
Surname:		Surname:	
Forenames:		Forenames:	
Gender:	OOB:	Gender: DOB:	
Preferred Language		Preferred Language	
Please indicate if you wish to be assessed in Welsh: Yes / No		Please indicate if you wish to be assessed in Welsh: Yes / No	
Please confirm if you have a disability or need any additional support (this will assist us in ensuring we can appropriately support you during your enquiry and any initial assessment)		Please confirm if you have a disability or need any additional support (this will assist us in ensuring we can appropriately support you during your enquiry and any initial assessment)	
Please confirm that you are a non- and that you have not smoked or a E Cigarette in the last 12 months. wishing to adopt children under 5	used an (if	Please confirm that you are a non-smoker and that you have not smoked or used an E Cigarette in the last 12 months. (if wishing to adopt children under 5 years).	
Yes / No		Yes / No	
Address:		Applicant 1 Mobile No:	
1		Email:	
		Applicant 2 Mobile No:	
Email:			
Home Telephone No:			
How long at this address?			
If less than 5 years, please indicate your previous address(es) in the last 5 years:			
Children in household:		Others in household:	
Names:		Names:	
DOR/Ago:		DOR/Ago:	
DOB/Age:		DOB/Age:	

Details of accommodation (e.g. type of property):	
How would you describe your ethnic background/culture?	
Religion (are you practising or nominal?):	
Age/s and gender of child/children desired:	
If you are childless, have you sought infertility advice treatment?	
Are the investigations/treatment concluded?	n?
Have you had any contact with this agency, or any other agency, regarding ad	option?
We are very pleased to hear from you. Can you tell us how you found out abo Bay Adoption?	
Our usual working hours are 8.30-5pm. We may prioritise applicants who can working hours. However, if you cannot accommodate visits during these time indicate what would be the best time to visit you.	
Please confirm you are aware that we need to complete statutory checks with authority where you have lived to undertake records check, and any other rele such as medicals and DBS as well as taking references?	
Yes / No	
Do you have any pets at the home, Cats, Dogs other? This will not impact on application but may be of significance in allocating which worker will undertake	
Any other information you feel may be relevant?	
Signatures:	
Applicant 1: Applicant 2:	

From Website/updated April 2021