## Disruption Letter to Known or Alleged Adults of Concern

**Guidelines when using this template letter are outlined below**.

Disruption Letters are not to be sent without legal advice in Derby City and Deputy Head of Service agreement.

In Derbyshire Locality Head of Service agreement is needed after full consideration of the case issues. Police should be aware of the disruption letter being sent and agree with the issuing of the letter.

**Guidelines**

* This letter applies when the local authority does **NOT** have parental responsibility.
* There should be written and informed consent from the person(s) with parental responsibility and from the child, considering their capacity to give consent (Fraser Guidelines).
* Should a decision be made to send the letter without the consent of the child, there will need to be a clear assessment of risk and what issues have been balanced in deciding to send the letter without obtaining the child’s consent?
* We cannot require/order people to do any actions if we are not able to enforce this, hence the language of request. If we do have evidence that the person does present an immediate risk (i.e., has a risk to children status) we should be looking to other legal actions; for example, Emergency Protection Order or Police Protection to ensure the child is removed.
* We have to be clear what we can enforce through our civil and legal responsibilities and what the Police can enforce through criminal action; hence stating we will refer to the Police and the act under which they will consider any action.
* Where we have put that the person should contact the Police, we need to be confident that the Police will act appropriately on that contact.

Where the child is subject to a Care Order, then again different legal actions can be applied, in terms of Recovery Orders ([Sections 49-50 Children Act, 2004](https://www.legislation.gov.uk/ukpga/2004/31)).

**To Whom It May Concern:**

The child named above is under 16 years of age and s/he and their family are being supported by the Derby City Council People’s Services (Early Help and Children’s Safeguarding) /Derbyshire Childrens Services. We are working closely with the family to reduce any episodes of running away and prevent any risk to him/her from known or unknown persons.

His/her parent(s)/carers do not wish him/her to have contact with you; this position is supported by the agencies working with the family. The purpose of this letter is to request that you do not contact or associate with *(name of child)* again. If s/he turns up at your address we would request that you ask him/her to leave and if s/he refuses, please call the Police on 101 to report the situation.

If you do not comply with this request, we will refer the matter to the Police who will consider acting against you under Section 2, Child Abduction Act 1984.

 *Yours sincerely*,