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| --- | --- | --- |
|  | **Office Address**  **Contact** |  |
| **Direct line** |  |
|  |  |
| **My ref:** |  |
| **E-mail:** |  |
| **Date:** |  |

Dear

**Re: Name of Child/renLetter before proceedings- Invitation to a meeting on ….2019 at ….**

I am writing to let you know how concerned I have become about the care of your child/ren. I have shared my worries with my manager and they’re also worried. I am writing to see how we can work together to avoid [child/ren names] having to be placed in foster care. If things don’t get better for [child/ren names] at home, I will have to think about applying to the court to decide what is best for the children.

We want to help you improve things at home and want to work with you to make positive changes for [Child/ren’s names]. These are some of the things we are worried about:

|  |  |
| --- | --- |
| ***Date(s)*** | **What we are worried about** |
|  | *Use plain language- ‘Tommy has seen lots of arguments in the home which will have made him feel scared and unsafe’, ‘Tommy’s attendance is 70% which means he is missing out on important parts of his education’.* |
|  |  |
|  |  |

What support we have provided or offered to you

|  |  |  |
| --- | --- | --- |
| **Dates** | **What support** | **What happened** |
|  | *Include CIN plans, CP plans, S.20, pre proceedings work but also be specific i.e. family support, Solihull programme, GDASS, CGL etc* | H*as the parent engaged? If they have engaged has it been positive/ negative, what is the evidence of this i.e. you have been working with GDASS for 6 months and completed the BREATH programme but this hasn’t helped you understand the abusive relationship with XXXX and Tommy is still seeing scary arguments* |
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|  |  |  |
|  |  |  |

An important meeting will happen next on …. 2019 at….

I would like to invite you to a meeting where we can talk about our worries for the children and how we can work together to help your family. We always want children to stay with their families where it is safe to do so, and that’s what we want to work with you to achieve. To make it safe for the children to stay with you, we need to help you make some changes. This will be discussed at the meeting and you will be given a copy of the plan that will then be looked at regularly (at Review Meetings) to see if things improve for your family. The review meetings will be agreed with you and your solicitor at this first meeting. The meeting will be *[date and time]* at the [insert name of office]. The address is [address] and there is a map with this letter to help you find it. Please contact me on [tel.no.]if you cannot make this date and time and I can try and re arrange this.

You are able to have free legal advice and it would be really helpful for you to speak to a solicitor about this letter. You can take this letter to a solicitor and ask them to come to the meeting with you. A list of local solicitors who work with children and families is included with this letter please contact them and show them this letter. If you need any help contacting them please let me know and I will help you. It is your choice whether you bring a solicitor to the meeting, but it will be helpful if you do.

***Information your Solicitor will need is:***

|  |
| --- |
| *Local Authority Legal Contact:*  *Name, Address & Telephone:* |

Your wider family

Our worries about [insert the names of the child/ren] are very serious. It is really important we know and understand who is in your family who may also be able to help you with looking after [the children]. If we do have to go to Court and the Court decides you cannot care for your children, we will first try and to arrange for them to live with one of your relatives, as long as it is best for your child to do this. To be able to do this we would need their information to be able to speak to them about this. It would be helpful if you could come prepared to talk about this at the meeting.

What will happen if you do nothing?

I would really like you to come to the meeting, but if you don’t, or you do not contact me, I may have to apply to the court to help me make sure that the children are safe.I know this will be a difficult letter to read and I know this meeting may be frightening but it is really important you come so we can talk about how to help you and your family and avoid having to go to court.

Yours sincerely

*[name]*

Social Worker

Local office/service