### **Appendix 1**

### **Written Agreement Template**

### This is a Written Agreement between (names of parents/carers) and (name of local *authority) Children’s Social Care.*

### *Date: Written agreement number:*

#### Name of child:

#### Date of birth:

#### Address:

#### **Purpose**

The purpose of this written agreement is to make clear the arrangements between *(Names of parents/carers)* and *(Name of local authority)*Children’s Social Care and how they will keep their children (*Names of children)* safe from harm.

The aims are:

* To be clear about what *(Name of local authority)* Children’s Social Care are worried about
* To be clear what *(Names of parents/carers)* have agreed to do
* To be clear what members of *(Name of local authority)* Children’s Social Care and Core Agencies *(names of involved agencies)* have agreed to do.

What are we worried about?

*(The concerns should be clearly outlined in this section. Please number each concern.)*

1.

2.

3.

What *(names of parents/carers)* will do

*(The actions for the family to take should be clearly outlined in this section and should address the identified worries/concerns. Please number each action.)*

1.

2.

3.

**What the Social Worker and involved agencies will do**

*(The actions for agencies should be included here. It should be clear who the worker and agency is who is responsible for each action. Please number each action.)*

1.

2.

3.

If things go wrong

*(This section should outline the contingency arrangements and any remedial actions that may be required.)*

1.

2.

3.

**How long this agreement will go on for**

*(This section should outline how long the written agreement will remain in place, how often it will be reviewed and how the review will happen e.g. at the Core Group.)*

**Who will receive a copy of this agreement**

*(This section should state which agencies will receive a copy of the agreement.)*

***This document is not legally binding. You should show this document to your solicitor and seek legal advice.***

**Signed:**

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Name of parent/carer)* | Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Name of parent/carer)* | Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Social Worker | Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Team Manager | Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of family member/responsible adult e.g. grandparent | Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Appendix 2**

**Written Agreement with examples**

**Written Agreement between Ms Smith and Mr Smith and Derbyshire/Derby City Children’s Social Care**

**Written Agreement number 1 Date; Today**

This document is a formal record of an agreement between **Derbyshire/Derby City** Children’s Social Care and

* **Mr Smith**
* **Ms Smith**
* **Maternal grandparents, Rita and Ed Dilley**

**Purpose**

This written agreement has been proposed to make clear the arrangements between **Ms Smith, Mr Smith** and (**name of agency e.g. Derbyshire/Derby Childrens Social Care)** and how they will keep their children, **Jo and Sam** safe from harm.

* To be clear what ***Derbyshire/Derby Childrens Social Care*** are worried about.
* To be clear what ***Ms Smith and Mr Smith*** have agreed to do.
* To be clear what members of ***Derbyshire/Derby Childrens Social Care and Core Agencies*** have agreed to do.

**What are we worried about?**

***Examples***

* We are worried that ***Jo and Sam*** are living in a home environment where there is violence and frightening behaviour from the adults. We are worried that the emotional needs of ***Jo and Sam*** are not fully understood, recognised and met**.**
* We are worried that because of the home environment ***Jo and Sam*** do not always attend school and that when they do attend they are often late and have not had any breakfast. They often attend school without the things they need to complete their school work.
* We are worried that because of the home environment ***Jo and Sam*** are often left unsupervised. This has meant that ***Jo and Sam*** have been found outside the family home of two occasions late at night.
* We are worried that because of the home environment life is chaotic and we are not sure that **Ms Smith and Mr Smith** make sure that all the children’s basic needs are met; we are concerned that mealtimes and routines are confusing for the children. ***Jo*** seems to feel responsible for **her younger sibling** and this is not appropriate for a child of her age.
* We are worried that ***Sam*** may not be meeting all his developmental milestones. His language seems to be delayed and **Ms Smith and Mr Smith** have failed to keep a number of appointments with **Speech and Language** and have not engaged with the **Bright Start Children’s Centre**.
* We are worried that both **Ms Smith and Mr Smith** are continuing to drink and that there are reports that **Mr Smith** is using illegal substances. **Mr Smith** denies that he is doing this.

**What Ms Smith and Mr Smith will do**

***Examples***

***Jo and Sam*** will be provided with a home environment free from violence and frightening adult behaviour where their emotional needs are fully understood, recognised and met. This means **Ms Smith and Mr Smith** will stop physically fighting and throwing things at each other in the family home and in front of the children.

**Ms Smith** will ensure that ***Jo and Sam*** are at ***Top School*** on time every day.

**Ms Smith & Mr Smith** will attend **Mellow Parenting classes** at **Bright Start Children’s Centre.**

**Ms Smith and Mr Smith** will keep an appointment with **Speech & Language Services** to allow and assessment of **Sam’s** speech development to take place.

**Ms Smith and Mr Smith** will work with **Think Family** to ensure that **Jo and Sam** have a routine around breakfast and bedtime.

**Ms Smith** and **Mr Smith** will work with **Lantern House** to address their drinking.

If **Mr Smith** has been drinking or using illegal substances **Ms Smith** will not allow him in the family home.

**Maternal Grandparents** **Rita and Ed Dilley** will provide childcare for ***Jo and Sam*** to enable **Ms Smith and Mr Smith** to attend **Lantern House**.

**What the social worker and involved agencies will do**

***Examples***

* **Belinda Jones (social worker)** will do some direct work with **Jo and Sam** to understand what life is like for them at home.
* **Mr Jones (Top School)** will support **Jo and Sam** to join the **Lively Ladybirds lunchtime activity group.**
* **Lorraine Williams and John Clapperton (Think Family)** will visit the family home twice a day for 4 weeks in the morning and early evening to work with **Ms Smith and Mr Smith** on the household routines.
* **Doreen Atkinson (Bright Start Children’s Centre)** will visit the family home every Wednesday to work with **Ms Smith** on other household routines, including budgeting and shopping.
* **Lynn Ross (Speech and Language Services)** will make a 3rd appointment for an assessment of ***Sam*** and language development.
* **Pat Plummer (Lantern House)** will work with **Ms Smith and Mr Smith** to address their drinking.

**If things go wrong**

**Example**

* A strategy discussion with the Police and partner agencies will be convened

**How long this will go on for**

**Example**

* The agreement will be reviewed at each **Core Group** meeting by the members of the **Core Group and Ms Smith and Mr Smith**

**Signed:**

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ms Smith | Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mr Smith | Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Social Worker | Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Team Manager | Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grandparents | Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |