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| Title/Status- | TEMPLATE- INTENT TO ISSUE CARE PROCEEDINGS |
| New document or revised | Revised  |
| Date legal review  |  |
| Date approved SMT | October 2021  |
| Responsible Head of Service | Fieldwork |
| Date review due | September 2023 |

 **Leicestershire Procedure for TEMPLATE- INTENT TO ISSUE CARE PROCEEDINGS**

**Applies to- Children in particular circumstances**

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| --- | --- | --- |
|  | **Date** |  |
| **Ref** |  |
| **Your Ref** |  |
| **Contact** |  |
| **Phone** |  |
| **Fax** |  |
| **email** |  |

**PLEASE DO NOT IGNORE THIS LETTER**

**ITS CONTENT IS VERY IMPORTANT.**

**NOTIFICATION OF OUR INTENT TO ISSUE CARE PROCEEDINGS**

Dear [Name of Parent/Guardian]

**Re:** **[Names of Children]**

I am writing to let you know how worried Leicestershire County Council has become about the care of your child/ren. We have now decided that the situation os so serious that we need to go to Court to ensure that [names of children] are safe and well looked after. It could be decided that [names of children] are not safe in your care and may need to live somewhere else.

You will receive a copy of our application to Court and other important documents, which set out the key issues.

**What Children’s Social Care are Worried About:**

**1.**

**2.**

**3.**

**4.**

**What have Children’s Social Care done to help:**

1.

2.

3.

4.

**What will happen next?**

We would like you to come to a meeting. At the meeting we will fully discuss our concerns with you and let you know what we are recommending should happen as part of the court proceedings to make sure your child is safe. This will include discussing where we will be recommending that your child should live and how often we will be recommending that you should see them each week, during this time.

Date:

Time:

Venue:

**We would advise that it is very important for you to bring a solicitor to this meeting**.

If you take this letter to a solicitor, it will assist you in getting free legal representation. Your Solicitor will need to see this letter and the information your solicitor will need about our legal representative is:

[Name of Solicitor]

Solicitor

Leicestershire County Council, County Hall, Glenfield, Leicester

Telephone 0116 3056470

Our concerns about [name of children] are very serious. If assessments determine that you cannot keep [name of children] safe we would first, try and place [him/her/them] with other people in your family rather than going into unrelated care. This is why it is really important that you provide us with the contact details for people within your family and friend’s network

Let us know if there is anybody else in your family or friends network that you would like us to assess as a potential carer/person of safety.

Please let me know if there are any difficulties in attending the above meeting.

Yours sincerely

Team Manager

c.c. Solicitor, Legal Services