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| Title/Status- | TEMPLATE- Record Family Network Letter |
| 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- Record Family Network Letter**

**Applies to- Children in particular circumstances**

**Leicestershire County Council Record Family Network Letter**

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

Dear [insert name]

*Re: [insert relevant Children’s Names]*

This letter is to inform you that Children’s Service are currently involved with the above named children. At present there are significant concerns relating to the welfare of the above named child/ren

We are asking for family members and friends to come forward to help and be part of a support and safety network for the child/ren. This would mean that we would want to meet you to talk to you about how you can be involved in helping and supporting this family.

We will be holding a family meeting on the [insert details]

We are also asking for family members to come forward to be assessed as alternative carers for the children. This means that we would assess you to determine if the children could reside in your care if a court decides that the children cannot remain residing with parents. This could be short-term or long-term. To do this, we would need to complete an initially a viability assessment to find out more about you, to discuss the concerns in the case, and determine if it is an appropriate placement for the children. If this is positive, there would be a full assessment completed called a Connected Carers assessment. If the children were to move to your care, you would receive help and support from Children’s Services.

It is really important in care planning for the children within your family that decisions are made for them in a timely way. If you would like to be involved in any way, please contact Children’s Services at the earliest opportunity. If contact is not received from you, we will conclude that you are not available to assist in this matter.

If you would like to contact me for any questions about this, please do.   
Regards

[Insert Name, Role and Contact Details]

GD 08/21 Pre SMT