

Title/Status-	TEMPLATE- Letter FORMAL PERIOD OF PRE-PROCEEDINGS
New document or revised	Revised
Date legal review	
Date approved SMT	October 2021
Responsible Head of Service	Fieldwork
Date review due	September 2023

From 14th of December 2022 onwards, this template should only be used for existing children or young people open to children's social care. For all children and young people referred after 14/12/22 the letter template is in-built within mosaic.

Leicestershire Procedure for TEMPLATE- Letter FORMAL PERIOD OF PRE-PROCEEDINGS

Applies to- Children in particular circumstances



Positivity



Trust and respect



Flexibility



Openness and transparency

Date

Ref

Your Ref

Contact

Phone

Fax

email

**PLEASE DO NOT IGNORE THIS LETTER
ITS CONTENT IS VERY IMPORTANT.**

**LETTER BEFORE PROCEEDINGS
NOTIFICATION OF A FORMAL PERIOD OF PRE-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 and that we are thinking that this is now serious enough for us to think about going to court in respect to **[names of children]**. If this happens and we apply to the Court, it could be decided that **[names of children]** are not safe in your care and may need to live somewhere else.

A legal meeting was held on the **[date]** and the outcome of this meeting was to arrange an important meeting to discuss this with you.



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WHAT WILL HAPPEN IF YOU DO NOTHING

If you do nothing we will have to go to Court. If you do not answer this letter or come to the meeting, we will go to Court as soon as we can to make sure [names of children] are safe.

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.

It is not too late to do something about the concerns about the care of [names of children]. There is still a chance that court proceedings can be avoided if you agree to the following:

1. Confirm and attend a meeting with us to talk about these concerns
2. You will provide the Social Work Team with the contact details for all members of your family and friends' network
3. You will work with Children's Social Care to ensure that your children's needs are met, and they are kept safe from harm.

What will happen next?



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We would like you to come to a meeting. At the meeting we will be clear what our concerns are and make a plan with you to help you make changes in order to avoid going to court.

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

If the worries we have put in this letter continue and or do not work with us in making necessary changes, we will need to consider whether to make an application to the Court to start care proceedings. This means we may ask the court to make an Order for [name of children] to reside outside of your care until a final decision is made about [his/her/their] future.

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 with other people in your family rather than going into foster 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.



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Yours sincerely

Team Manager

c.c. Solicitor, Legal Services



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