**Flow Chart for PLO and PLO Review**

including Hyperlinks and Templates

NB\* if there is an emergency safeguarding concern discuss immediately with your TM and SM

Pre PLO – what have we done? At LPM – deciding PLO

1. Has a chronology been completed that tells the child’s story and considers the impact for all children in the household?
2. Has there been reflective case discussions to look at how the risk is being managed by the family and LA?
3. Has there been meetings with Core Group members to ensure the right level of support has been given to the family?
4. Have case management discussion included discussions and analysis of; what do we want to achieve from proceedings, why now and why do we need an order to implement the plan of work. Blue sky thinking
5. Has a Service Manager agreed the family should be presented at LPM? If yes to all book an LPM
6. What has been done to help
7. What further assessments with any funding agreed at PATHS.
8. Discussion that details the logic for not immediately issuing (Threshold being met)
9. Details of threshold
10. Date draft PLO letter and Chronology to legal services (LS)
11. Date of initial PLO Meeting confirmed **within 10 days** of the LPM meeting

Social Worker to Send to Legal Services

1. PLO letter, Chronology and Child Protection Plan
2. Details of who will do what assessments by when with provisional appointments for commencement of assessments
3. All reports/assessments/minutes not already provided at LPM

5 days before PLO Meeting

**At least 5 days prior to the meeting**.

Parents should receive SIGNED PLO letters with up to date list of Children Panel Solicitors and Parents’ Pack sent to parent/s. Parent/s should also receive a copy of the most recent assessment, CP Plan and ICPC/RCPC minutes.

Social worker to ensure that parent/s have received PLO letter and ensure they contact a solicitor from the Panel who can attend the scheduled PLO meeting

2 days before the PLO meeting

If not completed already social worker to confirm with parents that they have appointed solicitors and inform Legal Services - (LS at this point send parents solicitor all relevant documents)

PLO Meeting

1. Agree threshold for PLO is met.
2. Review CP Plan and **with Parent** prioritise the action that will provide the most immediate or significant changes and set timescale.
3. Discuss any additional assessment required, who will do them and timescales
4. Set dates for Mid-Point Review and Final Review meetings at **Week 5 and 11**
5. Review what support Social Worker will provide during PLO process

After PLO Meeting

Social Worker / Team Manager to send draft minutes of PLO to Legal Services for approval within 5 working days after meeting and LS to approve and return asap.

Signed copies of PLO minutes to be forwarded to the Court Progression Officer to upload to LS. Minutes of meetings to be sent to parent’s representatives within 10 working days of attendance at the PLO meeting. PLO Outcome letter to be sent to parent/s.

Review PLO Meetings

Social worker to send updating assessments/progress reports to Legal Services 5-7 working days before Review PLO meetings for distribution to parents’ solicitors.

Hyperlinks and Templates

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| --- | --- | --- |
| No | Document | Hyperlinks and Templates |
| 1 | Chronology Guidance and template – to include impact for all children within the household. | [Chronologies | Shropshire Council](https://shropshire.gov.uk/childrens-social-care-workforce/chronologies/) |
| 2 | Cultural Genogram examples |  |
| 3 | PATHS referral |  |
| 4 | LPM Request and Minutes Template |  |
| 5 | Pre Proceedings Protocol |  |
| 6 | PLO Letter to Parents |  |
| 7 | Consent to Access Information |  |
| 7 | PLO Letter to Parents after first PLO meeting. |  |
| 8 | LPM Midpoint Review Template |  |
| 9 | Urgent Hearing Checklist |  |
| 10 | Legal Letter to Issue | Sent by Legal Services |
| 11 | First and Final Statement | Statement template is on LCS |
| 12 | Family Time Policy, Procedures and Practice Guidance | [Contact with Parents/Adults and Siblings (proceduresonline.com)](https://www.proceduresonline.com/shropshire/childcare/p_contact_parents.html)  [Delegation of Authority to Foster Carers and Residential Workers (proceduresonline.com)](https://www.proceduresonline.com/shropshire/childcare/p_del_auth_fc_resid.html) |