**PLEASE DO NOT IGNORE THIS LETTER TAKE IT TO A SOLICITOR NOW**

|  |  |
| --- | --- |
| Name of addressee  Address details | Date: enter today’s date  Enquiries to enter your name  Tel: 01454 86 enter your ext  e-mail: enter your email address |

Dear **XXXX**

**SOUTH GLOUCESTERSHIRE COUNCIL’S CONCERNS ABOUT Name of child/children**

**INTENTION TO ISSUE PROCEEDINGS**

I am writing to let you know how concerned South Gloucestershire Council is about your ability to provide safe and appropriate care for your child/ren. The main concern is neglect/ emotional/physical harm. PLEASE PROVIDE DETAILS OF THE CONCERNS AT THIS POINT

We therefore intend to issue care proceedings within the next … weeks/once the baby is born. This means that we will apply to the Court to try to make sure that your child/ren is/are safe. This could mean that insert name of child/ren will be removed from your care, if the Court decides that this is in his/her/their best interests.

You should therefore seek immediate legal advice and take this letter with you. The solicitor will advise you about getting legal aid (free legal advice). We have sent with this letter a list of local solicitors who work with children and families. They are all separate from children's services.

Information your solicitor will need is:

**Enter the name of our Solicitor**

Childcare Solicitor

South Gloucestershire Council

Legal Services, CE&CR, PO Box 1955, Bristol, BS37 0DB

Telephone 01454 86 **Ext number of Solicitor**

Email: **Name of Solicitor** @southglos.gov.uk

Your Wider Family

We will first try and place the child/ren with one of your relatives, if it is best for your child/ren to do this. You should speak to the social worker and your solicitor about who might look after your children if the Court decides that it is no longer safe for you to do so.

Yours sincerely

**Your name**

**Your job title**

Cc: Social worker

Legal Team