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| Full name to be inserted here    Address: | tel: |  |
| ask for: |  |
| email: |  |
| our ref: |  |
| your ref: |  |
| date: |  |
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Dear Click here to enter Full Name

**Re: [Child name and DOB]**

**LETTER BEFORE PROCEEDINGS**

I am writing to let you know how concerned Kent County Council has become about your care of your child/ren [insert child/ren’s name]. I am writing to see how we can work together to avoid [insert child/ren’s name] being removed from your care. If things don’t get better for [insert child/ren’s name] at home, the Council will have to think about starting care proceedings so that a judge can decide what is best for [insert child/ren’s name]. If the judge decides that this is best for your child/ren, the court will make an order and [insert child/ren’s name] will be taken into care. We have set out in this letter, the concerns that we have about [insert child/ren’s name] and the things that have been done to try and help your family.

**How to avoid going to Court**

We are so worried about your child/ren that we will go to Court unless you can improve things. There are things you can do to stop this happening. Attached to this letter is a list of the things we are worried about and the things that have been done to try and help your family.

**An important meeting about what will happen next**

I would like to invite you to a meeting where we can talk about these worries for [child/ren] and how we can work together to help your family. We always want children to stay with their families where it is safe to do so. To make it safe for [child/ren] to stay with you, we want to help you make some changes. Please come to a meeting with us at [time] on [date] at our offices at [insert address]. There is a map with this letter to help you find our offices.  Please contact your social worker [insert social worker’s name] on [insert telephone number] to tell us if you will come to the meeting.

It would be really helpful for you to have some free legal advice. You can take this letter to a solicitor and ask them to come to the meeting with you.  I enclose a list of local solicitors who work with children and families.  If you don’t already have a solicitor, I suggest that you choose one from the enclosed list or alternatively visit the Law Society website at <http://solicitors.lawsociety.org.uk/> or telephone the Law Society on 020 7242 1222.  Your solicitor will advise you about getting free legal advice.

You can choose not to have a solicitor and the meeting will still go ahead.

Your solicitor will need to know that the solicitor dealing with this case for Kent County Council is [insert name].  His/her address is: 1 Abbey Wood Road, Kings Hill, West Malling, Kent, ME19 4YT and the phone number is [insert number].

**What will happen if you do nothing**

I’d really like you to come to the meeting, however if you don’t come or you don’t contact me, we will have to apply to the Court as soon as we can to make sure [insert child/ren’s name] is/are safe.

**Your wider family**

Our concerns about [insert child/ren’s name] are very serious. If we have to go to Court and the Court decides you cannot care for [him/her/them], we will first try and place [insert child/ren’s name] with one of your relatives, if it is best for your child/ren to do this. It would help [child/ren] if you could think about who might support you to look after [child/ren] or who might be able to look after the children if we get to the stage where the Court decides that they can’t stay at home. We can talk about this at the meeting and you can let us have the names and contact details of anyone you wish to put forward.

I know this will be a difficult letter to read and I know that this meeting may feel frightening. If you do not understand any part of this letter, please contact your social worker [insert social worker’s name] on [insert telephone number]. We want to support you so please tell your social worker if you need any help with child care or transport arrangements in order to come to the meeting, and we will try to help.

Yours sincerely,

Click here to enter Full Name   
Click here to enter Job Title 

[Insert team manager’s name]

Team Manager

[insert social work office details]

for Director of Children’s Services

cc: Invicta Law

Enc: Map of office   
List of local Law Society Children Panel Solicitors   
List of things we are worried about

Written Agreement

**THINGS WE ARE WORRIED ABOUT**

**HERE ARE THE MAIN THINGS THAT WE ARE WORRIED ABOUT. THESE WORRIES HAVE BEEN THE FOCUS OF THE CHILD PROTECTION PLAN \***

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| --- | --- | --- | --- |
| **Danger Statement (What we are worried about?)** | **What has and is now happening to keep the child(ren) safe?** | **Safety Goal (How we will know the child(ren) is safe?)** | **Scaling**  **(where 0 is high risk of immediate harm to the child(ren) and 10 is no risk) \*\*** |
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**WHAT CHILDREN’S SERVICES HAVE DONE TO TRY TO HELP SO FAR:**

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| --- | --- | --- | --- |
| **Who helped ?** | **What help has been given?** | **When did you receive this help?** | **How has this helped?** |
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**ACTION PLAN**

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| --- | --- | --- | --- |
| **Action for you as a parent/carer and what we need to see** | **Why do you need to do this?** | **When does this need to happen?** | **What does this now mean for the child(ren)?** |
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Date Completed/Updated ………………………………………………

\* To be updated throughout the PLO Pre proceedings process, which may include additional actions

\*\* During the PLO Pre proceedings meeting, the parent(s), Social Worker, Team Manager and any other professional should record their scaling

We enclose a written agreement which you should also take to your solicitor to consider.  You will be asked to sign that agreement at the meeting.