

Following discussion in supervision of cases of concern, and in all cases where: A child is subject to a child protection (CP) Plan for a second time • A child under 5 is subject to a CP Plan for over 6 months • A child over 5 is subject to a CP Plan for over 9 months The case should be taken to both Legal Gateway Meeting and Line of Sight Meeting in quick succession (though either may come first). If Pre-Proceedings are agreed, follow the steps and timelines below. If not agreed, hold a further review at Line of Sight (LoS) in 3 months. Pre-Proceedings Letter to be sent to Parents. Encourage Within 1 week At First Pre-Proceedings Meeting Parents encouraged to access free legal advice. of LoS Agree and commence any assessments that are required (eg. Parenting/ PAMS/ Capacity/ drug and Pre-Proceedings meeting with Parents and Legal advisors. Within 2 weeks alcohol testing/ mental health/ harmful sexual risk). Letter of Agreed Actions to Parents within 1 further week. Identify alternative carers to be assessed and viability Review Pre-Proceedings meeting with Parents and Legal assessments to be undertaken jointly with fostering. Within 6 weeks advisors. Send Review Notes to Parents within 1 further week. Arrange Family Group Conference Further discussion at Line of Sight if Pre-Proceedings needs Within 12 weeks extension beyond 13 weeks. Monitoring and Tracking Review Pre-Proceedings meeting with Parents and Legal PLO Tracker to be updated at each stage by Team Within 13 weeks Advisors. Conclude with step down from Pre Proceedings or Manager. application to Court following Leadership decision. Service Manager oversight monthly with Aspire at Locality PLO Tracking meeting. Review at Leadership if Pre-Proceedings requires extension Within 16 weeks over 16 weeks. Head of Locality oversight monthly through Service Manager discussion of Locality exceptions over 12 and To be reviewed by Corporate Director if Pre-Proceedings go 20 weeks at Court Performance meeting. Within 26 weeks over 26 weeks.