

Children's Services

Public Law Outline (PLO) Easy Read Letter

Guidance for use

Purpose

The Easy Read PLO letter and appendices have been developed for parents who may have difficulty reading or understanding our standard PLO letter. It should be sent to parents **in addition to** the standard PLO letter, as the parents' legal advisers will need to see the standard letter. Wherever possible, practitioners should go through the letter with parents when they visit them, to check they have understood it. If they cannot understand the letter, the practitioner should consider undertaking a capacity assessment.

The photos and images used to explain the text are drawn from Photo Symbols library and used under licence. The photo symbols library was developed with people who have learning disabilities, and they are its key audience.

You may wish to replace some or all the symbols in the documents with photos showing the family, solicitor etc. that you are working with. You may also choose to use clip art photos instead of those provided; if you do, **please check that any images you use are 'open licence' and not subject to copyright.**

Please do not change the core content of the documents, as this should be standard for all parents. You may add additional information specific to individual parents' circumstances.