**BCC letterhead**

|  |  |
| --- | --- |
| *Name*  *Address* |  |

**DO NOT IGNORE THIS LETTER**

**PLEASE TAKE IT TO A SOLICITOR NOW**

Dear ,

**Re: *name of child[ren]***

**PRE PROCEEDINGS MEETING ON *DATE* AT *TIME* AT *VENUE***

Buckinghamshire Children’s Servicesare very concerned about your care of your child[ren] and are thinking about startingCare Proceedings. This means that unless the child[ren]’s care improves we will apply to Court and may ask the Court to decide if your child[ren] should be taken into care.

We have set out at the end of this letter the main concerns we have about your child[ren) and what you need to do to avoid us applying to Court.

**We are so worried about your child[ren] that we willgo to court unless you are able to improve things.**

**HOW TO AVOID GOING TO COURT**

AN IMPORTANT MEETING ABOUT WHAT WILL HAPPEN NEXT

Please come to a meeting with us to talk about these concerns on *DATE* at *TIME* at *VENUE*

There is a map with this letter to help you find the offices. Please contact your social worker XXX on XXX to tell us if you will come to the meeting.

At the meeting we will discuss our concerns with you and tell you what you need to do to make your child[ren] safe. We will talk to you about how we will support you to do this. We will also make clear what steps we will take if we continue to be worried about your child[ren].

We would like to reach an agreement with you about how you will improve your care of the children so that they are safe in your care.

**It is very important that you attend this meeting so that Buckinghamshire Children’s Services can help you to avoid us having to go to Court.**

PLEASE BRING A SOLICITOR TO THE MEETING ON *date and time*

Please take this letter with you to a solicitor **urgently** and ask them to come to the meeting with you. You do not have to pay for this. The solicitor will advise you about getting legal aid (free legal advice)

A list of independent solicitors who work with children and families is included with this letter. They are separate from Buckinghamshire Children’s Services.

FAMILY MEMBERS

We are so concerned about the care of the children that following the pre-proceedings meeting we will be contacting family members who could help support you to care for the children or look after them if you are not able to do so.

Please bring to the meeting the name and contact details of any family members or friends that the Local Authority can assess.

WHAT WILL HAPPEN IF YOU DO NOTHING

**If you do not come to this meeting and if you do nothing then we will have to go to Court as soon as possible to make sure your child[ren] is safe. This may mean that the children are removed from your care.**

WHAT YOU NEED TO DO NOW

We look forward to seeing you at the meeting with your solicitor on *DATE, TIME VENUE*

If you have any questions regarding the contents of this letter please contact your child[ren]’s Social Worker *name* on telephone number *xxxxx*.

Yours sincerely

*Name*

**Consultant Social Work Manager**

**Children’s Services**

Enc: List of Concerns and Actions

Map of office

List of Law Society Children Panel Solicitors

Your solicitor will need to know the details below:

|  |
| --- |
| Local Authority Solicitor: *name*  Email: xxxxxx  Tel: xxxxxxxx |

**Proposed Agreement between Buckinghamshire Council**

**and Mr/Mrs XXXX**

|  |  |
| --- | --- |
| **Children’s Names** | **DOB** |
|  |  |
|  |  |
|  |  |

THINGS WE ARE MOST WORRIED ABOUT:

|  |  |  |
| --- | --- | --- |
|  | **What you are doing** | **Impact on Child** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |
| **5.** |  |  |

HOW TO AVOID GOING TO COURT:

|  |  |  |
| --- | --- | --- |
| **DEAL BREAKERS** | | |
| If any of these do/do not happen, Buckinghamshire Council **will** issue proceedings | 1 |  |
| 2 |  |
| 3 |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Actions** | | **Date to be started/completed by:** |
| **Parent(s) to do** | 1. |  |  |
| 2. |  |  |
| 3 |  |  |
| 4. |  |  |
| 5. |  |  |
| **LA to do** | 1. |  |  |
| 2 |  |  |
| 3 |  |  |