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| Addressee name  Street address  Street address  Town / City  Postcode | Children and Culture Directorate  Tel 020 7364 xxxx  www.towerhamlets.gov.uk |

31 July 2023

**DO NOT IGNORE THIS LETTER,**

**TAKE IT TO A FAMILY SOLICITOR URGENTLY**

**RE: Notice of Letter Before Proceedings in relation to xxxxxx**

Dear xxxxx,

I am writing to let you know how concerned the London Borough of Tower Hamlets has become about your care of your children. I am writing to tell you that the London Borough of Tower Hamlets is thinking about startingCare Proceedings in respect of xxxxxxx. This means that we may have to apply to Court, and xxxxx could be taken into care, if the Court decides that this is best for them.

However, you can avoid us going to Court if you are able to significantly improve things. In this letter we have set out the concerns that we have about xxxxx and the things that you would need to do to keep your children safe and stop us from needing to go to Court. We will work together with you on this plan under Pre-Proceedings within Public Law Outline for the next 12 weeks.

If you were to move out of Tower Hamlets with the children before the conclusion of the pre-proceedings process, the Local Authority will seek further legal advice to consider initiating court proceedings immediately.

**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 at xx(time)xx **on xxx(day, date and month)** at Mulberry Place, 5 Clove Crescent, London E14 2BG/MS Teams. There is a map with this letter to help you find the address. At the meeting we will discuss the things we need you to do to keep Mia and Mylee safe. We will also 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 children.

PLEASE BRING A SOLICITOR TO THE MEETING ON XX(date)XX

Take this letter to a family solicitor as soon as possible and ask them to come to the meeting with you. With this letter, you are eligible for free legal aid on this matter. You and the children’s fathers should each get your own solicitor. We have sent with this letter a list of local solicitors who work with children and families. They are all separate from the Local Authority. You do not have to bring a solicitor to the meeting, but it will be helpful if you do.

***Information your Solicitor will need is:***

Local Authority Legal Contact: xxx (name of LA solicitor)

Email:

Tel:

Address: Mulberry Place, 5 Clove Crescent, E14 2BG

WHAT WILL HAPPEN IF YOU DO NOTHING

If you do nothing, we will have to go to Court. If you do not answer this letter or come to the meeting, we will go to Court to make sure xx(name of children)xxx are safe.

YOUR WIDER FAMILY

Our concerns about xx(name of children)xxx are very serious. If we do have to go to Court and the Court decides you cannot care for your children, we will first try and place them with one of your relatives, if it is best for your child to do this. However, we will only be able to place the children with your relative, rather than in foster care, if you provide us with full information now about who your relatives are and how to contact them so we may assess them. At the meeting we will want to talk to you and your solicitor about who might look after your child, if the Court decides that it is no longer safe for you to do so. It will help if you bring names and contact details to the meeting.

London Borough of Tower Hamlets offers Family Group Conference Service to assist you with this. The FGC is organised and run by an independent FGC coordinator. More Information on Family Group Conferences is attached along with this letter. In addition, a Social Worker from Permanency Support Team will provide the family with all information on kinship assessments at the Family Group Conference.

***We look forward to seeing you at the meeting with your solicitor on xx(date)xx. If you do not understand any part of this letter, please contact your Social Worker xx(name of SW)xxx on xxx(number)xx. Please tell xx(SW)xxx 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

**xxx(Name)xx**

Team Manager

Cc: xxxx, Social Worker

Local Authority In-house Legal Team

Enc: Map of office

List of Local Family Law Solicitors

List of things we are worried about

Pre-Proceedings Parents Information Pack

Leaflet on Family Group Conference

**PLEASE SHOW / TAKE THIS TO A SOLICITOR**

**HERE ARE THE MAIN THINGS THAT WE ARE WORRIED ABOUT:**

*A summary of the local authority’s concerns, balancing it out with positives/strengths in the family in simple and respectful language*

*The impact of the identified concerns on the child(ren) should be set out clearly*

*A summary of what support has already been provided to the parents*

*What needs to change and what the parents should do to bring about change*

*What support will be provided by the local authority for them to avoid care proceedings including clear timescales of identified actions to be undertaken (Maximum one page)*

WHAT YOU HAVE TO DO SO THAT WE WILL NOT GO TO COURT

1. Confirm that you will come to a meeting to talk about these concerns. Please bring a solicitor with you.
2. Continue to see and work with social worker xx(name of SW)xx and allow her to see xx(name of children)xxx.
3. At the meeting you will be asked to talk about how xxx(name of children) will be kept safe, with our help.
4. Suggested plan of interventions and assessments (to be agreed and finalised at the meeting):

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| Proposed Actions | Timescales | Agreed Actions/Comments |
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