

**PRIVATE & CONFIDENTIAL**

**Date: Our ref:**

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01952 38XXXX

/TelfordWrekin

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/TelfordWrekin

Telford & Wrekin Council, Child Protection & Family Support, Darby House, Lawn Central,, Telford, TF3 4JA

**PLEASE DO NOT IGNORE THIS LETTER – TAKE IT TO A SOLICITOR NOW**

Dear **[insert name]**

**RE: Telford and Wrekin Council’s worries about [insert name and DoB] Letter Before Proceedings**

I am writing to let you know how worried Telford & Wrekin Councilhas become about the care of your child[ren] **[insert name].**This letter is to invite you to a meeting to discuss how we can avoid the need to go to Court and to give you and us the opportunity to work together to ensure **[insert name]** remains in your care. However, I do need to tell you that if significant improvements are not made during this process, then Telford and Wrekin Council will consider starting Care Proceedings. This means that we may apply to Court and **[insert name]** could, if the Court decides that this is best for **[him/her]**, be taken into care.

We are so worried about your child that we maygo to Court unless you are able to improve things. There are things you can do which could stop this happening. We have set out in this letter the worries that we have about **[insert name]** and the things that have been done to try to help your family.

**An important meeting about what will happen next will take place on**

**Time:**

**Date:**

**Venue:**

Please come to a meeting with us to talk about these worries. Please contact your Social Worker, **[insert name]** on **[insert phone number]** or the Team Manager **[insert name]** on **[insert number]**to tell us if you will come to the meeting.

At the meeting we will discuss with you what you will need to do to make your child 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 **[insert name]**. From this an Assessment and Family Support Agreement will be agreed between you and us. I have enclosed a draft of this plan for you to share with your solicitor before the meeting.

**Here are our main worries:**

|  |  |
| --- | --- |
| What we are worried about | How does this affect your child? |
|  |  |

|  |  |
| --- | --- |
| What we are worried about | How does this affect your child? |
|  |  |

|  |  |
| --- | --- |
| What we are worried about | How does this affect your child? |
|  |  |

|  |  |
| --- | --- |
| What we are worried about | How does this affect your child? |
|  |  |

**Here is how Children’s Services has tried to help you**

|  |  |  |
| --- | --- | --- |
| Who? | What help was given? | When? |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**How to avoid going to Court**

Take this letter to a solicitor and ask them to come to the meeting with you. The solicitor will advise you about getting legal aid (free legal advice). We have sent with this letter a list of local solicitors who work with children and families in Telford. They are all separate from children’s services. You do not have to bring a solicitor to the meeting, but it will be very helpful to you if you do.

**Information your Solicitor will need is:**

|  |
| --- |
|  Local Authority Legal Contact*:*  Legal Services ,Telford & Wrekin Council, Addenbrooke House, Ironmasters Way, Telford, TF3 4NTTel:01952 383255 |

**Get your wider family involved**

Our worries about **[insert name]** are very serious. If we do have to go to Court and the Court decides you cannot care for **[insert name]**, we will first try and place **[him/her]** with one of your relatives or a person close to your child[ren], if it is best for your child[ren] to do this. 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.

We look forward to seeing you at the meeting with your solicitor on **[insert date and time]**. If you do not understand any part of this letter, please contact your social worker, **[insert name]** on **[insert phone number]**. Please tell your social worker if you need any help with child transport arrangements in order to come to the meeting, and we will try to help.

**WHAT WILL HAPPEN IF YOU DO NOTHING**

If you do nothing we may have to go to Court. If you do not answer this letter or come to the meeting, we may go to Court as soon as we can to make sure **[insert name]** is safe.

Yours sincerely

**[insert name]**

**Service Delivery Manager**

**Child Protection and Family Support**

cc Social Worker **[insert name]**

 Legal Services

Enc: List of Law Society Children Panel Solicitors in Telford

 Assessment and Family Support Plan