

Presenting to Legal Gateway - Terms

- 1. All paperwork for Legal Gateway Meeting's (LGM) on Wednesday should be with the Service Leader to quality assure by 1pm on the Monday prior to LGM.
- 2. The Service Leader will send all the paperwork to the PA to the Head of Service by 12pm on the Tuesday prior to LGM and inform the PA of any LGMs that do not have the correct paperwork and therefore need to be cancelled.
- 3. Paperwork must include the Legal Gateway Meeting workflow on Mosaic, an up to date assessment that sets out the current concerns and reason for LGM, an up to date chronology and a 3 generation genogram.
- 4. It is expected that the Team Leader will have already checked the paperwork and approved the assessment before it is passed to the Service Leader.
- 5. The agenda will be sent out at 2pm on the Tuesday prior to LGM and the Social Worker and Team Leader will be informed if any session is cancelled at this point due to incorrect paperwork.
- 6. Attendees at each LGM are expected to have had oversight of the paperwork prior to the meeting.
- 7. The Team Leader and Social Worker should present the case together. Where a Team Leader is not available, the Service Leader will sit with the Social Worker.
- 8. The Team Leader is expected to have provided preparatory support to the Social Worker prior to the LGM so that they can clearly and succinctly present why they are at LGM, what the main concerns are, what the views of all significant adults and children are, and what their plan is.
- 9. Where you are requesting PLO, the PLO letters should be brought to the LGM where possible. Preparing this will support in thinking about the plan. PLO letters need to be given to parents within 24 hours of the LGM and the PLO meeting should take place within 7 days of the LGM.
- 10. Where a family has been in PLO and you are returning for a decision (step down, issue proceedings or other), it is expected that you will have completed an appropriate assessment, have details of the Family Group Conference, and will have completed Viability Assessments of family/friends who could be alternative carers.
- 11. Where you are seeking to agreement to issue care proceedings you should have completed, where possible, Viability Assessments of wider family and have clear assessments on non-resident parents' capacity to care.
- 12. Where LGMs are convened on an emergency basis, where possible, all expectations above should be complied with.



13. Where demand exceeds the capacity of the Wednesday meeting, LGMs will be set up at other times in the week. The same timescales should be adhered to, taking into account the change of day.

Public Law Outline Pre-Proceedings Timeline

issue care proceedings, extend PLO or exit PLO.

Week 0 **Week 3-5** Week -1 Week 1 **Prior to Legal Gateway Meeting Legal Gateway Meeting Pre-Proceedings Meeting** Service Leader First Review PLO meeting with Social Work Service Leader to record management Head of Service chairs Legal Service Leader meets with Social oversight of decision to present to Legal Gateway Meeting. Social Work team, parents and Legal reps Work team. within 7 days of agreement of Gateway. team present request and Early progress check and re-visit Social Worker to book a slot and provide, evidence. PLO. 'bottom line' actions. Review evidence, threshold and Confirm evidence, threshold and by midday on the Tuesday, all relevant Review evidence, threshold and plan. proposed plan. evidence; Legal Gateway workflow on care plan and decide on options Service Leader to record this oversight Agree 'bottom line' actions and Mosaic, up to date assessment, chronology Letter before proceedings on a case note. with 3 generation genogram and any other issued to parents and sent to timescales. relevant supporting evidence. Legal and uploaded to child's file within 24 hours. Legal Status to be added on Mosaic. **Week 8-9** Week 6-7 Week 10-11 **PLO Pre-Proceedings Mid-Way Review Legal Gateway Review Meeting** Service Leader Second Review Service Leader meets with Social Work Service Leader meets with Social Work Review PLO meeting with Social Work team, parents team and Legal. team for a progress check. and Legal reps. If this is not needed, then clear Review evidence, threshold and plan. Review evidence, threshold and plan and management oversight as to rationale to be recorded Recommend request to issue or extend on child's file. agree next steps. PLO and start to prepare paperwork for Service Leader to record this oversight on Revisit 'bottom line' actions and agree next steps. Legal Gateway meeting or plan to exit a case note. PLO. Service Leader to record this oversight on a case note. Week 12 Week 13-16 Issue, Extend PLO or Exit PLO proceedings For Extended PLO Head of Service chairs Legal Gateway Meeting with Social Clarify 'bottom line' Work team and Legal, where decision is made to either and actions agree

extended timescale.

Meeting decision.

Confirm revised dates for

future Legal Gateway

Children and families cannot be stepped down from PLO outside of a Legal Gateway Meeting

All step down letters to be sent to Legal and uploaded to the child's file