Pre-proceedings Process

Day 1

Gateway meeting

Gateway meeting held – decision made for pre-proceedings.

By day 3

Prior to initial meeting before proceedings (MBP)

Social worker to draft pre-proceedings letter and group manager to sign.
Letter sent to legal

By day 5

Letter before proceedings to be hand delivered to parents.

By day 15

Initial MBP

- Initial meeting before proceedings (MBP) held – chaired by Group manager, attended by practice manager, social worker, parents / carers, legal representation for the parents / carer and Local Authority.
- Parents/carers will be asked to sign the necessary consent forms for appropriate records about them and their child to be disclosed to the Local Authority, they may also be asked to sign an updated safety plan and to also agree to engage in all necessary assessments and other interventions the Local Authority considers necessary.
- Review date agreed (maximum 10 weeks)
- Minutes shared and uploaded to child's case file within 5 working days of the meeting.

1 week prior to review

Prior to review MBP

- Planning meeting discussion with legal services needs to take place to discuss progress and outline 'next steps' in preparation for the review MBP
- If needing to extend beyond 12 weeks, the service lead needs to provide agreement.

Week 6 - 10

Review MBP

- Review meeting before proceedings.
- If further review required dates / times set with expectations of next steps
- Decision making recorded, minutes shared and uploaded to child's case file within 5 working days of the meeting.

By week 12

End pre-proceedings

Final MBP outcomes:

- No further pre-proceedings required – continue with current / modified plan
- Decision to issue Care Proceedings (service lead agreement required at planning meeting discussion)
- Further period of pre-proceedings required (service lead agreement required at planning meeting discussion)