**Stage 1: initial screening and decision**

If the parent/s communicates their preferred options and consents to them being contacted, the Local Authority must follow these relatives up first. The first contact, if not in a Family Meeting, should be by phone call and follow up letter inviting them to express their interest in offering care to the child/ren.

Where there is good reason to rule out some relatives (relevant and recent criminal or social history), social workers will use their professional discretion in conjunction with their line managers. Social workers should be mindful that these initial decisions may be challenged later in the process, which could cause delay, if not sufficiently robust and clearly evidenced.

If no viable relative is found from the parents’ preferred options, social workers must contact all first line relatives: Grandparents, Uncles, Aunts and Siblings. Parental consent will be required and where parents do not consent the Pre-Proceedings Process will be used and in some cases, an application to the Court may be required.

**Schedule of Kinship Carer**

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| **Schedule of Kinship Carers** | | | | |
| Name of family member/connected person and relationship to child – contact details | Date and details of Stage 1 decision:  Those family members ruled in or out on paper following no response to letter or immediate negative indicators | Date and details of Stage 2 decision  outcome only- need be recorded in kinship if positive and assessment is to progress to Stage 3 | Date of full assessment: type and outcome including recommended Legal Order. | Date family advised to seek independent legal assistance. |
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