**Legal Gateway Process**

Social worker consults with the practice manager to determine whether legal advice is required. Group manager is notified of potential need for Legal Gateway Meeting (LGW).

What action is required?

Provisional legal gateway meeting by social worker booked with PLO Bookings to be held within 10 days.

Legal advice is sort from the duty solicitor within the legal team.

Legal advice provided and no LGW required, current plan remains.

Social worker completes legal gateway form, sends to practice manager for QA and practice manager includes their oversight/analysis.

Group manager views LGW not required. Provisional LGW is cancelled. Group manager adds management oversight to child file with next steps identified.

Group manager authorises LGW request and adds analysis if required.

Social worker sends LGW form to PLO Bookings along with all other supporting documents – at least 48 hours before the legal gateway meeting.

Legal Gateway Meeting held chaired by service lead

Decision made to issue care proceedings (see care proceedings procedure and flow chart)

Threshold not met, social worker continues with and/or modifies the child’s current plan

Decision made to commence pre-proceedings

(See pre-proceedings procedure and flow chart)

Legal Gateway Form Process

Legal Gateway Meeting held chaired by service lead

Embedded co-ordinator adds legal advice, service lead decisions, and actions to legal gateway form. Form finished by embedded co-ordinator for PLO Bookings.

Legal gateway form sent to group manager for their sign off and agreement that LGW is required

Legal gateway form sent to practice manager for QA and practice manager includes their oversight/analysis.

Copy of Legal Gateway form sent to PLO Meeting Bookings to confirm booking for Legal gateway meeting.

Social worker completes legal gateway form