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| http://intranet.bradford.gov.uk/docs/Documents/banner%20colour.jpg |  |

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|  | Contact: (Name of Social Worker)  Tel: (01274)  Fax: (01274)  Email: @bradford.gov.uk  Minicom: (01274)  Date: |

Dear [Insert parent/carer first name]

**Bradford Council Children’s Services concerns about [name(s) of child(ren)] – Letter of Issue**

**The Local Authority will be going to Court**

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| I am writing to you on behalf of Bradford Children’s Services.  I am writing to let you know how concerned Bradford Council have become about your care of your child/ren.  Bradford Council will be starting Care Proceedings in relation to **[insert name(s) of child(ren)].**  This means that we will be applying to the Court and if the Court decides that this is best for them, **[insert name(s) of child(ren)]** could be taken into care.  We have set out in this letter the concerns we have about your child/ren and the things that have been done to try to help your family. |

**Here are our main concerns:**

*[Outline the concerns that we have and give examples of when this happened. This should capture ongoing concerns as well as specific concerns]* ***Delete this guidance in italics***

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| **What we are concerned about** | **Examples of when this happened** | **Date of when it happened** |
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**This is what Children’s Services have done to try to help your family**

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| **Who has helped** | **What help has been given** | **Dates of when we provided it** |
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| **Please come to a meeting with us to talk about these concerns**  This meeting will be on **[date]** and at **[time]** at **[name of office].** The address of the meeting is **[address].** There is a map with this letter to help you find it.  **At the meeting we will:**   * Discuss with you the reasons for going to Court. * Discuss with you who in your family could look after your child(ren) if you are not able to; and   **Please contact your child/ren’s Social Worker [Insert name] on [tel. no:] to tell us if you will come to the meeting.** |

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| **Get a Solicitor**  It is really important that you get advice from a Solicitor who specialises in family law as soon as possible.  They will help you to understand the situation and advise you about your rights and your options.  You will also have a right to bring your solicitor with you to the meeting. You will not have to pay. Please give your solicitor a copy of this letter.  If you don’t already have a Solicitor, with this letter we have provided a list of local Solicitors who work with Children and Families. They are separate from Bradford Children’s Services.  You do not have to bring a Solicitor to the meeting, but it will be very helpful if you do.  **Information your solicitor will need is:**  Local Authority Legal Contact: **[name, address and telephone]** |

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| **Get your wider family involved**  If we do have to go to Court and the Court decides you cannot care for **[name(s) of child(ren)]** we will first try to place them with one of your relatives or someone close to **them** if it is in their best interests.  At the meeting we will discuss with you and your Solicitor which family members we will contact to complete viability assessments. This is in case the Court decides it is no longer safe for you to care for [name(s) of child(ren)]. |

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| **What will happen if you do nothing?**  If you do nothing, we will still go to Court.  If you do not answer this letter or come to the meeting, we will go to court as soon as we can to make sure **[name(s) of child(ren)]** are safe. |

We look forward to seeing you at the meeting and with your Solicitor on **[date]**.

If you do not understand any part of this letter, please contact your child’s social worker **[name]** on **[tel. no:].**

Please tell your child’s social worker if you need any help with child care or transport arrangements so that you can come to the meeting, and we will try to help.

Yours sincerely

[name]

Team Manager [name of team or local office]

Copies of the letter have been sent to:

* Social Worker [name] and the Local Authority In-house Legal Team

Enclosed with this letter are:

* A map and directions to where the meeting will take place
* A list of Solicitors who are members of the Law Society’s Children Law Accreditation Scheme