|  |  |
| --- | --- |
| STRICTLY PRIVATE & CONFIDENTIAL<<NAME OF RES HOME MANAGER>>ADDRESSADDRESSADDRESSADDRESSADDRESS | Akua AgyepongC/O AMHP Service3rd Floor, Invicta House County Hall Sandling Road Maidstone Kent, ME14 1XX Tel: 03000 415762 Ask for: Akua Agyepong  Email: MHGuardianship@kent.gov.uk<<DATE>> |
|  |  |
|  |  |

Dear <<NAME OF RES HOME MANAGER>>

**RE <<NAME OF PERSON>>’s Transfer into Guardianship**

I am writing to inform you that as of <<DATE of TRANSFER >>, <<NAME OF PERSON>> was transferred from Section 3 to Section 7 Guardianship (Mental Health Act 1983).

Kent County Council will now be <<NAME OF PERSON>>’s appointed Guardian until midnight on <<DATE OF EXPIRY>>. <<NAME OF AMHP>>, Approved Mental Health Professional (AMHP) has been delegated this role and will visit them at least every 3 months.

To help you I have enclosed an information leaflet:

* Guardianship

I have also outlined the key elements you need to be aware of:

Guardianship requires <<NAME OF PERSON>> to:

* reside at <<NAME OF RES HOME>>
* allow access to be given to any registered medical practitioner, AMHP or other person so specified within their Care and Support Plan
* attend specified places at a specified time for the purpose of receiving medical treatment, occupation, education and training recorded within their Care and Support Plan

If <<NAME OF PERSON>> refuses to attend any of these appointments, physical force cannot be used, and they cannot be forced to be given medical treatment against their will.

It is essential that <<NAME OF AMHP>> (or their manager in their absence) is contacted as soon as practicable to inform them of any incident when <<NAME OF PERSON>> does not comply with any of these conditions.

This includes, if <<NAME OF PERSON>> leaves <<NAME OF RES HOME>> without consent or fails to return at the agreed time.

It is for <<NAME OF AMHP>>, in their role as Guardian to make arrangements for <<NAME OF PERSON>> to be returned to <<NAME OF RES HOME>>. The police should only be involved when necessary and it is not your responsibility to call them.

To help you I have enclosed an information leaflet:

* Absent Without Leave

<<NAME OF PERSON>> has the right to appeal and if they would like to, I have given them:

* A Mental Health Review Tribunal Application Form

which I also enclose for you.

They can also receive help to make their appeal from an Advocate and/or a free solicitor and/or <<NAME OF AMHP>>. I have given them the information leaflet about:

* An Independent Mental Health Advocate (IMHA)

which I have also enclosed for you. If they would like help from an IMHA then they can contact: The advocacy people on:

* Website [Mental Health Advocacy (theadvocacypeople.org.uk)](https://www.theadvocacypeople.org.uk/services/mental-health-advocacy)
* Phone: 0330 440 9000
* Email info@theadvocacypeople.org.uk
* Text: 80800, starting message with PEOPLE

If you have any questions, please don’t hesitate to ask <<NAME OF AMHP>> who can be contacted on: <<Email of AMHP>>

<<Tel. of AMHP>>

or alternatively contact me on the contact details above.

Yours sincerely

**Akua Agyepong**

**Assistant Director, Countywide Services**

CC <<NAME OF AMHP>>, Approved Mental Health Professional

Enc Guardianship Easy Read Leaflet

 AWOL Easy Read Leaflet

MHRT Application Form

 IMHA Easy Read Leaflet