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|  | Wandsworth Council **Wandsworth Children’s Services**  **43-51 Wandsworth High Street**  **London SW18 2PT**  Please ask for/reply to:  Telephone: 0208 871    Email: @wandsworth.gov.uk  Web: www.wandsworth.gov.uk  Date: |
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Dear [parent and/or full name(s) of all people with parental responsibility]

**LETTER OF INTENT TO INITIATE CARE PROCEEDINGS**

**Please do not ignore this letter – please contact your solicitor now**

**Re: Wandsworth Children’s Services (WCS) worries about [insert names of child/ren, dob]**

I am writing to you on behalf of Wandsworth Children’s Services. The reason I am writing to you is that Wandsworth Children’s Services is extremely worried about your care of [name(s) of child/(ren)]. We have tried to work with you under a [Child in Need Plan/ Child Protection Plan / Pre-proceedings plan] to help you to improve your care of [name(s) of child/ren] and make sure they are safe, but things have not changed enough.

**Here are the main things that we are worried about**

*[Summarise the worries]*

**What will happen next?**

Because of all these worries, Wandsworth Children’s Services have decided that we need a different plan to make sure that [name(s) of child/(ren)] is safe.

We are going to go to court to talk to a Judge about the worries we have and ask the court to make decisions about who [name(s) of child/(ren)] should live with. You will soon receive a copy of our application to the Court and other important documents, which set out the plan we are recommending to the Judge.

**What you must do now:**

**1. 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 understand the situation and advise you about your rights and your options. If you give them this letter you will not have to pay.

In case you do not have a solicitor, we have sent with this letter a list of local solicitors who work with children and families. They are all independent from Children’s Services.

Please give your Solicitor this information:

Local Authority Legal Contact: [Name, email address & Telephone:]

**2. Get your wider family involved**: Our concerns about [name(s) of child(ren)] are very serious. If the Court decides you cannot care for your child(ren), we will first try and place them with one of your relatives or a person or persons close to your child(ren), if it is best for your child(ren) to do this. You should therefore let us know immediately who in your family might be able to care for your child(ren).

Yours sincerely

[name]

Team Manager

cc Social Worker [name]

Local Authority Legal Team

Enc: List of solicitors’ firms who have members of the Law Society’s Children Law

Accreditation Scheme