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| http://intranet.bradford.gov.uk/docs/Documents/banner%20colour.jpg |  |
|  | Contact: (Name of Social Worker)Tel: (01274) Mob: Email: @bradford.gov.ukDate:  |

Dear [Insert parent/carer first name]

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

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| I am writing to you on behalf of Bradford Council to let you know how worried **[insert name of social worker] and Bradford Children’s Services** have becomeabout your care of **[insert name(s) of 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. |

**What you need to do next**

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| **Come to an important meeting to talk about what will happen next:** |
| Please come to a meeting with us to talk about these concerns 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. We will also talk about who in your family could look after your child(ren) if you are not able to. |

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| **Getting advice from a Solicitor:** |
| **Please bring a solicitor to the meeting on (XX insert date XX)**It will be really helpful for you to have some free legal advice. Please take this letter to a solicitor as soon as possible and ask them to come to the meeting with you. They will help you to understand the situation and advise you about your rights and your options. You will not have to pay for this.With this letter we have provided a list of local solicitors who work with children and families. They are all separate from Bradford Children’s Services.You do not have to bring a solicitor to the meeting, but it will be helpful if you do.**Information your solicitor will need is:**Local Authority Legal Contact: **[name, address and telephone]** |

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| **Here are the main things that we are worried about***[Outline the biggest worries that we have. Check legal advice from LGP for details of threshold (case note recording in legal tab) ]* ***Delete this guidance in italics*** |
| **What we are worried about:** |
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| **This is what has already been done to try to support your family:** |
| **What help or support has been provided** | **What agency or person has provided the help** | **Date of support** |
| *e.g. provided weekly sessions to help John to establish routines for the children and make sure that the home is safe by putting in a lock box or; made a referral to CGL and helped John attend his first session to start to address his drug use* | *e.g. Community Resource Worker Graham Evans* | *Weekly sessions started on 24th January 2021* |
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| **Get your wider family involved** |
| Our worries about **[name(s) of child(ren)]** are very serious. When we go to Court and the Court decides you cannot care for your child/children we will first try to place them in the care of one of your relatives, if this would be best for them.At the meeting we will want to talk to you and your solicitor about who might look after your child if the Court decides that it is no longer safe for you to do so. It would be helpful for you to think about this before the meeting. If you would like an adult family member or friend to attend the meeting with you for support, please ask your child(ren)’s social worker whether this would be possible.  |

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

I know this will be a very difficult letter to read and I know that this meeting might sound frightening. I would really like to see you at the meeting on **date** and I will support you to attend however I can. Please let us know 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.

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

Yours sincerely

[name]

Team Manager [name of team]

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