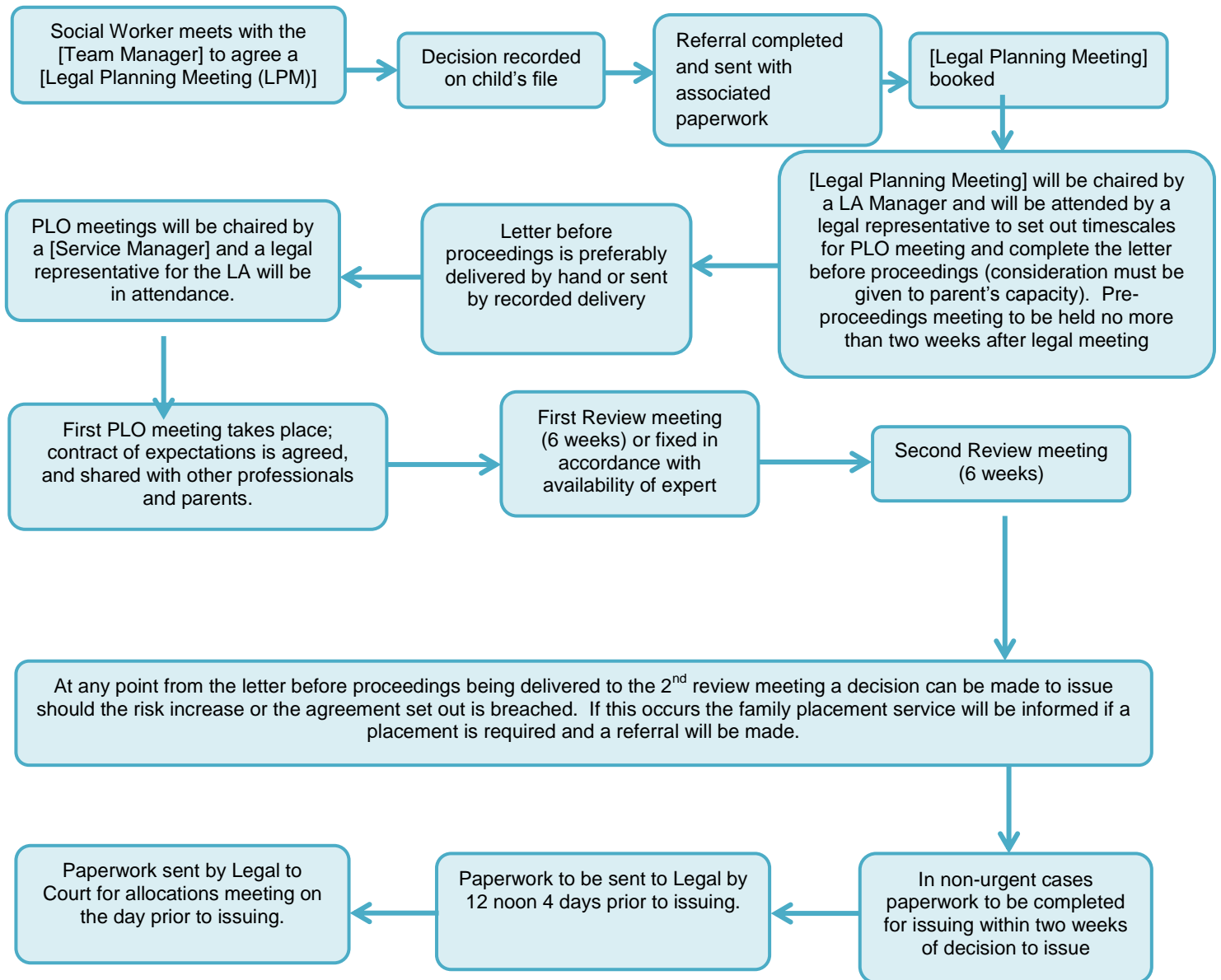


BERKSHIRE PRE-PROCEEDINGS GUIDANCE

Pre-proceedings work to be completed will include:

- **Single Assessment**
- **Chronology**
- **Partner Agencies Reports/Assessments**
- **Viability assessments of family/connected persons**
- **Genograms**
- **Parenting assessments**
- **Family Group Conference Plans**



Berkshire Pre-proceedings Guidance

1. Social Worker meets with [Team Manager] to agree a [Legal Planning Meeting (LPM)]
2. Decision is recorded on child's file
3. Social Worker books Legal Meeting
4. [Legal Planning Meeting] will be chaired by the [Service Manager] and will be attended by a legal representative to set out timescales for PLO meeting and complete the letter before proceedings (consideration must be given to parent's capacity). Pre-proceedings meeting must be booked no later than two weeks from legal meeting.
5. Letter before proceedings is preferably delivered by hand or sent by registered post.
6. PLO meetings will be chaired by a [Service Manager] and a legal representative for the Local Authority will be in attendance.
7. Pre-proceedings meeting takes place; contract of expectations is agreed and shared with other professionals and parents.
8. First review meeting after 6 weeks or in accordance with availability of expert.
9. Second review meeting. 6 weeks.
10. At any point from the letter before proceedings being delivered to the second review meeting a decision can be made to issue should the risk increase or the agreement set out is breached. If this occurs the family placement service will be informed if a placement is required and a referral will be made.
11. Paperwork to be completed for issuing within two weeks from decision to issue.
12. Paperwork to be sent to Legal by 12 noon 4 days prior to issuing.
13. Paperwork sent by Legal to Court for allocation meeting on the day prior to issuing.