**RECORD OF LEGAL GATEWAY MEETING**

**LEGALLY PRIVILEGED CONTENTS NOT TO BE DISCLOSED TO ANY PERSON/AGENCY OUTSIDE SCC**

[*https://www.proceduresonline.com/surrey/cs/p\_legal\_planning\_meetings.html*](https://www.proceduresonline.com/surrey/cs/p_legal_planning_meetings.html)

*NB: If urgent legal action is under consideration, advice should be sought via the Urgent Duty system by contacting the duty solicitor (9 am to 5pm by telephone (0208 541 9000)*

**PART A – TO BE COMPLETED BY SOCIAL WORKER AND SERVICE MANAGER PRIOR TO MEETING AND SENT TO** BUSINESS SUPPORT WITHIN 5 WORKING DAYS OF THE DECISION TO PROGRESS TO AN LGM.

[SESTA@SURREYCC.GOV.UK](mailto:SESTA@SURREYCC.GOV.UK) , [NWSTA@SURREYCC.GOV.UK](mailto:NWSTA@SURREYCC.GOV.UK), [SWSTA@SURREYCC.GOV.UK](mailto:SWSTA@SURREYCC.GOV.UK), [NESTA@SURREYCC.GOV.UK](mailto:NESTA@SURREYCC.GOV.UK)

THE BUSINESS SUPPORT TEAM WILL BOOK THE LGM INTO ONE OF THE PRE-ARRANGED SLOTS FOR THAT QUADRANT. AND FORWARD THIS FORM AND SUPPORTING DOCUMENTS **TO CHILDCARE LEGAL TEAM –** [**legal.childcare@surreycc.gov.uk**](mailto:legal.childcare@surreycc.gov.uk) **3 working days prior to meeting**

Date of Legal Gateway Meeting:

**Date of pre-LGM Discussion with your Service Manager:**

Team:

Name of Social Worker(s):

Team Manager:

Service Manager authorising Legal Gateway Meeting:

Court Progression Manager:

Child(ren)’s Details

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Full Name | D.O.B. | Age | Current address | Current legal status  *if s20, how long has this arrangement been in place. Is there a written s20 agreement and if so has everyone with PR provided consent?* | Mother  Name/DOB/address if different | Father  Name/DOB/PR?  Address if Different |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Other Relevant Children’s Details including siblings (not included above):

Other Significant Adults Details:

Has advice previously been sought via \*Legal Duty/LPM/Legal Gateway Meeting? Yes  No  (\*Please highlight which)

If yes, date: Lawyer’s name:

Previous or current Court proceedings in respect of children and/or siblings?

If yes, please provide details:

E.g. Applications for Care or Supervision Order/Child Arrangements Orders re contact /residence *If previous court proceedings –? Please state nature of proceedings/applications before the Court? Which Court? Which local authority? Dates of application and orders made (where known)? Dates of any Section 7 or Section 37 reports filed with the Court? .*

Documents Required for Meeting (to be sent to Legal Services (3 days ahead of meeting)

*Chronology, current assessment, safety plan (including danger statement, safety goals and scaling), evidence for concerns*

|  |  |
| --- | --- |
| Name of Document | Date of document |
| Chronology completed up to time of LGM |  |
| Current C & F Assessment (updated within last 6 months) |  |
| Parenting Intervention Programme Modules from the Workbook |  |
| Specialist Practitioners (including Family Support Workers) Summary from the workbook |  |
| Supporting documents evidencing concerns – e.g. police notifications. Please list |  |
| Care Plan |  |

Reasons for and Nature of current involvement

*Brief Summary of most recent referral and action taken –*

Summary of Social Work or other Assessments undertaken *e.g. Child and Family Assessment, PAMS Assessment. Parenting Assessment, cognitive assessment, mental health assessment*

|  |  |  |  |
| --- | --- | --- | --- |
| Assessment – type/author | Date of assessment | Outcome & Conclusions | Copy attached  Yes/No |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Are there any cognitive concerns in respect of either or both parents? Yes  No

Evidence of risk/harm

*To be completed by social worker but reviewed and updated with the lawyer during the meeting*

|  |  |  |
| --- | --- | --- |
| What is the concern | Evidence  *What contemporaneous evidence do we have to support concerns – case notes, police reports, statements, medical notes etc* | How does this impact the child  *How do the concerns impact on the child(ren). Child(ren)’s voice, behaviour, physical* |
| *e.g. Mother’s drinking* | Case note 08.04.18 – Mother slurring her speech, empty bottles of alcohol in the living room within reach of the children, children in house. Mother said she drinks a bottle of vodka every day. | Children were still up at 11pm – child y and child z are under 4. Child z was running around with wine bottle, could have hurt himself – social worker removed bottle. Mother not responding to children despite them calling her and yanking her dress. Children were ignored and were becoming distressed as a result. |
|  |  |  |
|  |  |  |

Date and outcome of Family Group Conference incl. planned kinship assessments?

**Care Plan**- what is the current plan for the child(ren)

What assessments are proposed?

*Where are the gaps in your evidence? What information do you need? Do you need specialist assessment from another discipline e.g. Psychologist/Psychiatrist/Paediatrician?*

**PART B – TO BE COMPLETED AT THE LEGAL GATEWAY MEETING**

Date of Legal Gateway Meeting:

Attendees:

Service Manager:

Team Manager

Social Worker

Court Progression Manager:

SCC Solicitor:

Summary Record of Meeting:

**Legal Advice**

Is the Threshold criteria for commencing proceedings met on the available evidence? Is additional evidence/assessment needed?

Need for an Order?

Test for separation: Does the child(ren) ’s safety require interim separation and is interim separation proportionate in light of the risks in leaving the child with his/her parents?

**PART C – DECISION**

Enter Pre Proceedings PLO: Yes  No

Issue Care Proceedings for Care Order/Supervision Order: Yes  No

Seek Interim Order: Yes  No

Timescale:

ACTION PLAN

*Clear measurable outcomes with realistic timescales for the child(ren)*

*Any gaps in our evidence, any outstanding assessments on family members, any outstanding checks, locate Father, MIN compliance*

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Action | By whom | By when |
|  | *e.g. FGC Referral* |  |  |
|  | *Parenting Assessment* |  |  |
|  | *Draft Pre- Proceedings Letter & Written Agreement* |  |  |
|  | *Seek further specialist assessment - Explore availability for specialist assessment and secure provisional appointment* |  |  |
|  | *Collation of primary source evidence e.g. police notification/HV referrals /medical records/previous Court proceedings/contact notes* |  |  |

Important Documents to consider:

[Checklist to issue proceedings](http://snet.surreycc.gov.uk/snet/snetpublications.nsf/docidLookupFileResourcesByUNID/docidCBD450F8E5728F308025800D00508A9B?openDocument) – 2021 <https://proceduresonline.com/trixcms2/surreycs/doc-library/#collapse1_5>

Best Practice Guidance: <https://www.judiciary.uk/wp-content/uploads/2021/03/Prior-to-court-proceedings-BPG-report_clickable.pdf>

[Department of Education Children Act Statutory Guidance Volume 1: Court Orders and Pre-proceedings](http://snet.surreycc.gov.uk/snet/snetpublications.nsf/docidLookupFileResourcesByUNID/docidB1D30A7C25C08C3580257CC500512898?openDocument)

**Signed:**

**Service Manager Dated:**

**Approved by Assistant Director:**

**Signed: Dated:**