Our Ref:

Your Ref:

Tel:

Dear Mr/Mrs/Ms

I am the social worker for (insert children’s names in full) the children of (insert parent’s names)

I am writing to inform you that (insert children’s names) is/are currently in the care of Birmingham Children’s Trust /receiving services from Birmingham Children’s Trust following some concerns in respect of the care they have received from their parents.

In the interests of the children we always ask for help from family members or close family friends to try and ensure the children can be returned to the care of their parents/stay with their parents. If that is not possible because the children will not be safe, we will always look to make sure that children are cared for within their wider family or with close friends where this is safe and the children will feel secure and loved.

We hope that you are in a position to help. For example, you may be able to help the parents to care for the child /children by offering support. If the children would not be safe in the care of their parents, you may want to consider becoming a carer for the children in the longer term. If so, please would you contact (insert me/name) on telephone number (insert number) no later than (insert date)

If we don’t hear from you, other options will be considered which may include fostering and adoption. You should also be aware that if court proceedings are needed/as court proceedings have commenced, and you apply late to care for the child/children, the court may not agree to your request as this would cause delay for the child/children. It is therefore very important that you let us know you wish to offer help and support to (insert children’s names) as soon as possible.

A family group conference / meeting is planned for (insert date). Everyone who expresses a willingness to help and support with the children will be invited to this family meeting to ensure that every possibility has been fully explored for the children to return to their parents or to be cared for by other family members or close friends. If you are aware of other family members or close friends who might want to be considered as carers, please let us know.

Should you wish to be considered as a carer for these children the Trust will need to complete an assessment of your circumstances and history. Should you require more information about this process, please do not hesitate to contact me on the telephone number below

Yours faithfully