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| **Pre-Proceedings Plan and Minutes** |

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| **The Family & Network** | |
| **The children** | |
| **Name** | **Date of birth** |
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|  |  |
|  |  |
| **The Parents/ other with parental responsibly** | |
| **Name** | **Relationship to the child** |
|  |  |
|  |  |
|  |  |
| **Other Important People** | |
| **Name** | **Relationship to the child** |
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| **Attendees** | | |
| **Name** | **Position** | **Attended/ apologies/ did not attend** |
|  | Mother of |  |
|  | Father of |  |
|  | Social worker |  |
|  | Team manager (chair) |  |
|  | Local Authority Solicitor |  |
|  | Solicitor for |  |
|  | solicitor for |  |
|  |  |  |
|  |  |  |
|  | Minute taker |  |

The chair confirmed that everyone had received copies of the letter before proceedings inviting them to this meeting.

The chair shared the purpose of the meeting, which was to talk about the worries for the children and put an agreed plan in place of how we can work together to ensure the children are safe and can remain in their parents’ care. Bottom lines to be agreed, if things don’t get any better an application will be made to the court so a Judge can help decide what is the best for the children.

Within the letter it was shared that (add danger statement and safety goal).

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| **Agreed steps to achieve change** | | | |
| **What needs to happen** | **Who is going to do this** | **When will this happen** | **How are we going to know things have changed** |
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| Assessment trajectory | | | |
| Assessments undertaken by Children’s services (e.g. C&F, sibling assessment, connected carers assessment) | | | |
| **Type of assessment** | **Name of author** | **Date to be completed** | **Outcome** |
|  |  |  |  |
|  |  |  |  |
| **Expert assessment (e.g., Hair strand test)** | | | |
| **Type of expert agreed** | **Name of expert** | **Date to be completed** | **Outcome** |
|  |  |  |  |
|  |  |  |  |
| **FGC/ network** | | | |
| **Type of meeting** | **Those involved** | **Date** | **Outcome** |
|  |  |  |  |

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| Duration of pre-proceedings (the duration and meeting dates should be agreed at the initial meeting. | |
| **Meeting & date** | **What has been achieved** |
| Initial PLO meeting date |  |
| 1st PLO review date |  |
| 2nd PLO review date |  |
| 3rd PLO review date |  |
| Target finish date |  |

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| Key discussion points |
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| **Views** | |
|  | **Comments** |
| Mother |  |
| Father |  |
| Social Worker |  |
|  |  |
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