Children and Families Directorate

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| **PRIVATE & CONFIDENTIAL****BY HAND** | Your Ref:Our Ref:Please ask for:Direct line / Extension:E-mail: |  |

 [Enter date here in dd/mm/yyyy format]

DO NOT IGNORE THIS LETTER – TAKE IT TO A SOLICITOR

Dear [first name of parent and or person with parental responsibility],

Re: [insert name(s) of child/ren]

As you know, I have been working with you to try to help you improve the care of your children. Unfortunately, despite our support you are still struggling to care for [insert name(s) of child/ren] and keep them safe, so I am writing to let you know what is going to happen next.

Other professionals working with you are also worried about the safety and wellbeing of [insert name(s) of child/ren] and although we have set out our concerns and worked with you to support your care of the children, things have not improved enough.

We now intend to apply to the Court for a Care Order so that we can share Parental Responsibility with you. This may mean that [insert name(s) of child/ren] is removed from your care to the care of a family member or into foster care.

The application will be sent to you or to your solicitor if you have one. Please let me know who this is.

**What you need to do:**

1. **Contact a solicitor:** It is really important that you get advice from a solicitor who specialises in family law as soon as possible. They will help you understand the situation and advise you about your rights and your options. If you give them this letter you will not have to pay for the work that they do. In case you do not have a solicitor, we have sent with this letter a list of local solicitors who specialise in this work. They are all independent from Children’s Services.

The solicitor will need to know the details of the legal contact in the Council, who will be [insert name and full contact details of legal contact].

1. **Get your wider family involved**: If the Court decides you cannot care for your child(ren), we will first try and place them with one of your relatives, or with a person or persons close to your child(ren), if it is best for your child(ren) to do this. You should therefore let us know immediately who in your family might be able to care for your child(ren). Please also ask them to get in touch with us directly.

My contact details are:

[Name of Social Worker]

Social Worker

[Insert team title if appropriate]

Children and Families Directorate

Plough Lane Offices

Plough Lane

Hereford

HR4 0LE

Tel: (01432)

Mobile:

E-mail:

If you have any questions at all, please contact me on [insert preferred contact telephone number for social worker].

Yours sincerely,

**[Name of Social Worker]**

**Social Worker**

**[Insert team title if appropriate]**

**Children and Families Directorate**

**Plough Lane Offices**

**Plough Lane**

**Hereford**

**HR4 0LE**

Copy to: [name] Social Work Team Manager

Enclosures: Details of how to access Children Panel Solicitors