

**Herefordshire Council - Children & Families
Public Law Outline (PLO) Toolkit**

Version	PLO Toolkit Version 1
Purpose	To assist in social work practice through the PLO process.
Date signed off	
Date of next review	

Introduction:

The purpose of this toolkit is to act as an aid in supporting practice in respect of pre-proceedings and public law applications. Templates, relevant information and guidance have been collated together to assist social workers through the public law outline process and private law when the Local Authority have been court ordered to complete a report.

How to use the Toolkit:

The toolkit list below includes template documents to be used through the PLO process including pre-proceedings, proceedings and private law documents.

At the end of the table list are links to guidance and resources.

All of these documents appear in [Local Resources](#)

LEGAL PROCESS DOCUMENTS		
No	Title	Context
1.	Routes to Legal Flowchart	Guide to how to access legal advice.
2.	Process Guide- LGW/LPM	LGW/LPM referral documents
3.	Legal Gateway Referral Form	Template for LGW form for social worker to complete to book a slot at LGW.
4.	Legal Planning Referral Form	Template for LPM form for social worker to complete to book a slot at LGW.
5.	S.20 Agreement	Template S.20 Agreement
PRE-PROCEEDINGS		
No	Title	Context
6.	Initial letter to parents- pre proceedings.	<p>Template letter to parents to inform of commencement of pre proceedings. Letter should be sent with the following attached documents:</p> <ul style="list-style-type: none"> • Agenda • List of local solicitors • Information leaflet to parents
7.	Consent Form	Consent Form for parents to consent to GP records, statements, reports.

8.	Alternative Carers	Form to be completed by parents when putting forward alternative carers.
9.	PLO Plan	<p>PLO plan to be completed through the pre-proceedings process, including minutes of all meetings to be saved on the child's file. If children's services issue then document to be filed with initial application as evidence.</p> <p>This document is completed by Legal throughout the pre-proceeding process. Document needs to be completed after every meeting by legal and SW to then save on child's file.</p>
10.	Letter Template- de-escalation	Template letter to parents for de-escalation of pre proceedings.
COURT PROCEEDINGS		
No	Title	Context
11.	Letter Template- Issue	Template letter to parents for intention to issue proceedings.
12.	Initial SWET	Template for social worker statement for ICO- make sure chronology is included if not on a separate document.
13.	Initial SW Statement for EPO/Short Notice ICO	Template for social worker statement when applying for EPO/Short Notice ICO
14.	Initial Care Plan	Template for Initial Care Plan to be signed off by TM and HOS.
15.	Annex Documents Checklist Index	<p>Annex Documents Checklist Index</p> <p>Annex Documents are the documents specified in the Annex to the Application Form which are to be attached to that form and filed with the court: • Social Work Chronology • Social Work Statement and Genogram • The current assessments relating to the child and/or the family and friends of the child to which the Social Work Statement refers and on which the LA relies • Care Plan • Index of Checklist Documents</p>

16.	Parenting Assessment Template	Template for parenting assessment.
17.	Sibling Assessment Template	Template for sibling assessment.
18.	Family Time Assessment	Family Time Assessment Template
19.	Risk Assessment Template	Risk Assessment Template
20.	Pre-Screening Viability	THIS DOCUMENT IS ON MOSAIC
21.	Witness Statement Template	Witness Statement Template for third party witnesses/statement from senior staff member.
22.	Final SWET	Template for final SWET.
23.	Final Care Plan	Template for Final Care Plan to be signed off by TM and HOS.
24.	Supervision Plan	Template for Supervision Plan to be signed off by TM and HOS.
25.	16 week court timetable where adoption being considered	
26.	16 week court timetable where adoption not being considered	
	DOLS	
No	Title	Context
27.	DOLS Statement Template	DOLS statement Template
28.	DOLS Action Plan	DOLS action plan
	PRIVATE LAW	
No	Title	Context
29.	s.7 Templates	<ul style="list-style-type: none"> s.7 Report Template

		<ul style="list-style-type: none"> s.7 Addendum Report Template.
30.	s.37 Template	s.37 Template When completing s.37 need to check Court Order as may direct other issues the court want the report to answer.
DISCHARGE CARE ORDER		
No	Title	Context
31.	Discharge of Care Order Documents	DCO documents: <ol style="list-style-type: none"> 1- LPM process 2- Referral Form 3- Draft DCO statement 4- DCO fast track protocol

Links to Useful Resources

- Recommendations to Achieve Best Practice in the child projection and family Justice Systems – Interim Report - June 2019
[Microsoft Word - * Interim report \(final\).docx \(judiciary.uk\)](#)
- Best Practice Guidance: The application and case management – March 2021
[Microsoft Word - Application and case management BPG report.docx \(judiciary.uk\)](#)
- Best Practice Guidance: Support for and work with families prior to court proceedings – March 2021
[Microsoft Word - Prior to court proceedings BPG report.docx \(judiciary.uk\)](#)
- Best Practice Guidance: Section 20 / Section 76 accommodation – March 2021
[Microsoft Word - S 20 : s 76 BPG report.docx \(judiciary.uk\)](#)
- Best Practice Guidance: Special Guardianship Orders – March 2021
[Microsoft Word - Special guardianship BPG report.docx \(judiciary.uk\)](#)