**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 – Referral form**

To be completed by Social Worker and Team Manager within 5 working days of Service Manager agreement for the Legal Gateway Meeting.

Team Manager to send to Business Support ([sesta@surreycc.gov.uk](mailto:sesta@surreycc.gov.uk), [nesta@surreycc.gov.uk](mailto:nesta@surreycc.gov.uk), [swsta@surreycc.gov.uk](mailto:swsta@surreycc.gov.uk), [nwsta@surreycc.gov.uk](mailto:nwsta@surreycc.gov.uk),) who will book an available pre-arranged time slot. If the meeting is needed more urgently, please book an off rota LGM following the Legal Duty system detailed above.

Business Support will send this form and supporting documents to Childcare Legal Team ([legal.childcare@surreycc.gov.uk](mailto:legal.childcare@surreycc.gov.uk)) at least 3 working days prior to the meeting**.**

**Team:**

Name of Social Worker(s):

Team Manager:

Service Manager authorising Legal Gateway Meeting:

Child(ren)’s Details

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| --- | --- | --- | --- | --- |
| **Full Name** | **DOB** | **Legal status**  *If S20 when did this commence and is there written agreement signed by everyone with PR?* | **Mother** (Name and DOB) | **Father** (Name and DOB PR?) |
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Are any of the children assessed to be competent? If yes please provide details:

Other relevant children’s details including siblings (not included above):

Other significant adults details:

Has advice previously been sought via \*Legal Duty/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? .*

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| --- | --- |
| **Supporting Documents** | **Date** |
| Updated Chronology |  |
| C&F Assessment completed in the last six months |  |
| Latest child protection minutes and reports/core group meeting minutes |  |
| Latest CLA meeting minutes (if applicable) |  |
| Other relevant assessments |  |
| Any supporting documents evidencing concerns – e.g. police notifications |  |
| Genogram (3 generational and gone through with both parents) |  |
| Parenting Intervention Programme Modules from Workbook |  |
| Social Worker Summary from Workbook |  |
| Adult Practitioner and Family Support Worker summary from Workbook |  |
| Family Group Conference Family plan |  |
| Viability/kinship assessments |  |

Summary of Assessments to date eg, C&F, Mental Health Assessments, Parenting Intervention Programme, Cognitive Assessment, Assessments of wider family. [NB: the full assessments still need to be included with the form]

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| **Assessment** (type and author) | **Date** | **Outcome & Conclusions** |
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Are there any cognitive concerns in respect of either or both parents? Yes  No

If yes further details:

**Reasons for and nature of current involvement:**

*Brief summary of most recent referral and action*

**Main worries:**

*A succinct summary of the Local Authority’s worries. Highlight what we are worried about (which includes the impact on the child with reference to the harm the child may be suffering or the likelihood of harm) and examples of when this happened and dates of when it happened. (If you write in a strengths based and non-judgemental way you can copy this information into a Letter Before Proceedings if appropriate.)*

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| --- | --- |
| **Worry** | **Evidence** |
| *Eg. Over the last 2 academic years, Sally’s attendance at school has remained very low. In 2023 Sally attended only 40% of the year. This year she has only attended 35%. This means that Sally is falling behind in her learning, and she may struggle to reach her full potential. When Sally does come in, she finds it hard to settle as she isn’t familiar with the school rules and has not been able to form friendships.* | *Weyfield Primary School attendance records 2023 / 2024*  *CPOMS Entries dated 09.09.24, 23.09.24, 17.10.24, 11.11.24, 06.12.24 – concerns that Sally is struggling to settle*  *Statutory Home Visit 18.11.24 – direct work with Sally*  *Home Visit 20.11.24 – discussion with mother* |
|  |  |
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**The support already offered:**

*List previous interventions and support provided by the LA and whether this led to any positive impact for the children. (If you write in a strengths based and non-judgemental way you can copy this information into a Letter Before Proceedings if appropriate.)*

*Bullet points*

**Details of the wider family including details of Family Group Conference or Family Network Meeting. Who within the friends/family network does the child have important relationship with? Who have been identified for support/alternate care provision? Any assessments completed or planned?**

**Care Plan**

*What is the current plan for the child(ren)? For example, if threshold is met, are you proposing PLO pre-proceedings or issuing. If there are concerns for the immediate safety of the children have you thought about all available resources which could be put in place to remove the need for separation? Where will the child live?*

**What assessments are proposed?**

*What are the gaps in your evidence? What information do you need? Are any expert assessment necessary? Together and Apart assessment? Think about the parents, wider family and child***.**

**Part B- To be completed at Legal Gateway Meeting**

Date of Legal Gateway Meeting:

**Attendees**:

Service Manager

Team Manager

Social Worker

SCC Solicitor

Family Support Worker

Adult Practitioner

CP Chair/IRO

**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*

|  |  |  |
| --- | --- | --- |
| **Action** | **By whom** | **By when** |
| *e.g. FGC Referral* |  |  |
| *Parenting Assessment (including proposal)* |  |  |
| *PLO plan* |  |  |
| *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:**