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| SENT BY (RECORDED DELIVERY/BY HAND) | **Your ref:**  **Our ref:**  **Enquiries to:**  **Email:**  **Tel direct:**  **Date:** |

Dear (*parent and/or full name(s) of all people with parental responsibility)*

**Re: Northumberland County Council Concerns About *(insert name(s) of child)***

As you are aware Northumberland County Council is extremely worried about your care of *(name(s) of child/ren)*. Things have not improved sufficiently and the situation for your child(ren) has become so serious that we may need to take action.

We are writing to you now to give you a last chance to make the changes to make sure *[name(s) of child(ren)]* is/are safe. Otherwise we will go to Court to ask for them to be removed from your care, if the Court decides that is best for them. This process is known as the pre-proceedings Public Law Outline, commonly referred to as the PLO.

We have set out in the attached plan why we are so concerned about your care of *[name(s) of child(ren)]* and the things you can and must do if you want to avoid us asking the Court to remove them from your care.

To avoid going to Court we would like you to come to a meeting to discuss the concerns set out in the plan and what can be done to ensure *[name(s) of child(ren)]* is/are safe.

This meeting will be on *[date and time]* at the [*insert name of office]*. The address is *[address*] and *there is a map with this letter to help you find it.*

At the meeting we will:

1. discuss with you what you will need to do to make your child(ren) safe;
2. discuss with you how we will support you to do this;
3. discuss with you who in your family could look after your child(ren) if you are not able to;
4. explain what steps we will take if we continue to be worried about your child(ren).

Please contact your social worker on *[tel.no.]* to tell us if you will come to the meeting.

It is really important that you get advice from a solicitor who specialises in family law as soon as possible. They will help you to understand the situation and advise you about your rights and your options. You also have a right to bring your solicitor with you to the meeting. If you give them this letter you will not have to pay. In case you do not have a solicitor, we have sent with this letter a list of local solicitors who work with children and families. They are all separate from Children’s Services.

Information your Solicitor will need is:

Local Authority Legal Contact: *Name, Address & Telephone:*

Our concerns about *[name(s) of child(ren)]* are very serious. If we do have to go to Court and the Court decides you cannot care for your child(ren), we will first try and place them with one of your relatives or a person or person(s) close to your child(ren), if it is best for your child(ren) to do this. At the meeting we will discuss with you and your solicitor who might look after your child(ren) if the Court decides that it is no longer safe for you to do so. It would be helpful for you to discuss this with your family/friends prior to the meeting and if able, bring their contact details (name, address and telephone number) to the meeting.

We look forward to seeing you at the meeting with your solicitor on *[date].* If you do not understand any part of this letter, please contact your social worker *[name] on [tel. no.]*. Please tell your social worker if you need any help with child care or transport arrangements in order to come to the meeting, and we will try to help.

Yours sincerely

Team Manager

Local office/service

cc Social Worker (name)

Local Authority in house Legal Team

Enc List of Law Society Children Panel Solicitors

PLO Plan