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| http://intranet.bradford.gov.uk/docs/Documents/banner%20colour.jpg | |  |
|  | Contact: (Name of Social Worker)  Tel: (01274)  Mob:  Email: @bradford.gov.uk  Date: | |

Dear [Insert parent/carer first name]

**Bradford Council Children’s Services worries about [name(s) of child(ren)] - Letter Before Proceedings**

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| I am writing to you on behalf of Bradford Council to let you know how worried **[insert name of social worker] and Bradford Children’s Services** have becomeabout your care of **[insert name(s) of child(ren)]**. The situation for your child(ren) has become so serious that we may need to apply to Court.  There are things that you can do to stop this from happening and we are writing to you now to give you a last chance to make the changes needed to make sure **[insert name(s) of child(ren)]** is/are safe.  Otherwise we will apply to Court and if the Court decides that this is best for them, the children could be removed from your care. We have set out in this letter the worries we have about your child/childrenand what you need to do next so that we will not go to Court. |

**What you must do so that we will not go to Court**

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| **Come to an important meeting to talk about what will happen next:** |
| Please come to a meeting with us to talk about these concerns on **[date]** and at **[time]** at **[name of office].** The address of the meeting is [address]. There is a map with this letter to help you find it.  At the meeting we will discuss with you and tell you what you will need to do to make **[insert name(s) of child(ren)]** safe. We will talk to you about how we will support you to do this. We will also make clear what steps we will take if we continue to be worried about your child/children*.*  At the meeting we will also discuss what has previously worked/ is working well and what support has been tried and is available to you. |

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| **Getting advice from a Solicitor:** |
| **Please bring a solicitor to the meeting on (XX insert date XX)**  It will be really helpful for you to have some free legal advice. Please take this letter to a solicitor as soon as possible and ask them to come to the meeting with you. They will help you to understand the situation and advise you about your rights and your options. You will not have to pay for this.  With this letter we have provided a list of local solicitors who work with children and families. They are all separate from Bradford Children’s Services.You do not have to bring a solicitor to the meeting, but it will be helpful if you do.  **Information your solicitor will need is:**  Local Authority Legal Contact: **[name, address and telephone]** |

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| **Here are the main things that we are worried about and what we need you to do:**  *[Outline the biggest worries that we have and what parents need to do to address these concerns and be clear about* ***BY WHEN****. Check legal advice from LGP for details of threshold (case note recording in legal tab) ]* ***Delete this guidance in italics*** | |
| **What we are worried about:** | **What we need you to do and by when:** |
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| **This is what has already been done to try to support your family:** | | |
| **What help or support has been provided** | **What agency or person has provided the help** | **Date of support** |
| *e.g. provided weekly sessions to help John to establish routines for the children and make sure that the home is safe by putting in a lock box or; made a referral to CGL and helped John attend his first session to start to address his drug use* | *e.g. Community Resource Worker Graham Evans* | *Weekly sessions started on 24th January 2021* |
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| **What Bradford Children’s Services are proposing to do:** |
| 1. We will complete a parenting and/or risk assessment. The assessment will help us to make a decision about whether you can keep **[name(s) of child(ren)]** safe and if we will apply to court. We will provide you with a written assessment plan at the meeting with your solicitor. We are aiming to complete the assessment by **[Insert Date].** 2. We will complete any necessary referrals for support services for your family. At the meeting we will discuss with you what support can be put in place to help you with the things you need to do. 3. We will complete assessments of any family or friends who could be alternative carers for the **[name(s) of child(ren)]** should they be required**,** by **[Insert Date].** |

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| **Get your wider family involved** |
| Our worries 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/children we will first try to place them in the care of one of your relatives, if this would be best for them.  At the meeting we will want to talk to you and your solicitor about who might look after your child if the Court decides that it is no longer safe for you to do so. It would be helpful for you to think about this before the meeting.  If you would like an adult family member or friend to attend the meeting with you for support, please ask your child(ren)’s social worker whether this would be possible. |

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| **What will happen if you do nothing?** |
| If you do nothing, we will have to go to Court.  This means if you do not answer this letter or come to the meeting, we will go to Court as soon as we can to make sure **[name(s) of child(ren)]** are safe. |

I know this will be a very difficult letter to read and I know that this meeting might sound frightening. I would really like to see you at the meeting on **date** and I will support you to attend however I can. Please let us know if you need any help with child care or transport arrangements so that you can come to the meeting, and we will try to help.

If you do not understand any part of this letter, please contact your child’s social worker **[name]** on **[tel. no:].**

Yours sincerely

[name]

Team Manager [name of team]

Copies of the letter have been sent to:

* Social Worker [name] and the Local Authority in-house Legal Team

Enclosed with this letter are:

* A map and directions to where the meeting will take place
* A list of Solicitors who are members of the Law Society’s Children Law Accreditation Scheme