|  |  |
| --- | --- |
| DATE |  |
| Parent/s address | Team Address  Tel Number  Ref |

**IMMEDIATE ISSUE LETTER**

**PLEASE DO NOT IGNORE THIS LETTER**

**Re: Name of Child/ren and DOB**

Dear ….

I am the Team Manager of the …. Support and Safeguarding Team based in ………… and I am also the Manager of your child/ren’s allocated Social Worker ………………

I am writing to let you know that the Local Authority will be issuing care proceedings in respect of your child/ren. This means that we will be placing the matter before the Court and asking the Judge to make decisions about your child/ren’s care. The decision to issue care proceedings has been made due to the following concerns;

* *List each factor and include how this impacts on the child/ren.*

Because of these concerns, we will be asking the Judge to agree a plan whereby *your child/ren remain in your care while we further assess the situation / move to a foster placement / move to the care of X relative / move to a parent and child placement while we undertake further assessment.*

**Things you need to do now:**

You will need to take this letter to a Solicitor as soon as possible. A Solicitor will be able to support and advice you throughout the Court proceedings. Your child/ren’s Social Worker will give you a list of Solicitors to choose from. You may also choose someone not on the list but please check that they have the relevant experience. If you need support in contacting a Solicitor, please let the Social Worker know and they can help you with this.

Your Solicitor will need to contact the Local Authority Solicitor:

**The Local Authority is Wiltshire Council.**

**The Legal Contact is:**

**County Hall**

**Trowbridge**

**Wiltshire BA14 8JN**

**Telephone no: 01225 718365**

Once the Local Authority have issued the proceedings, someone called a CAFCASS Guardian will be asked to tell the Judge what they think of your child/ren’s situation. Their job is to be the voice of your child, they need to listen to the Social Worker, but they also need to listen to you because you know your child/ren best. It is very important that you speak to them when they make contact.

It is important for you to understand that final decisions about your child will not be made during the first Court hearing. The proceedings are a process during which the Judge will need to gather all relevant information for them to be able to make a final decision. You will be informed about the date of a final hearing in advance.

Given the immediacy of the concerns, I appreciate that there may be positive aspects of your parenting that the Court will need to know about, and we really want to work with you so that we can understand these, as part of the proceedings.

While the Judge will decide what work will need to be completed during the proceedings, we will be proposing the following plan;

|  |  |  |
| --- | --- | --- |
| **What** | **Who** | **Why: What would be the benefit for your child?** |
| *Complete a parenting assessment.* |  |  |
| *Engage in a psychological assessment.* |  |  |
| *Arrange a Family Group Conference* |  |  |
| *Arrange for you to engage in drug / alcohol testing.* |  |  |
| *Attend the Freedom Programme* |  |  |
|  |  |  |
|  |  |  |

I appreciate that you are likely to feel concerned about the content of this letter but would like to offer my assurance that we are keen to work with you to reduce the risks that we have identified. If there is any part of this letter that you do not understand, please speak to your child/ren’s Social Worker in addition to your Solicitor once appointed.

Your sincerely

Team manager name

Enclosed:

* List of Solicitors
* Parenting Assessment Leaflet
* Family Group Conference Leaflet