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

**PRE-PROCEEDINGS LETTER**

**PLEASE DO NOT IGNORE THIS LETTER**

Dear ….

You are receiving this letter because you are the parent of….

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

In reviewing your child/ren’s situation with their Social Worker, I understand that there are positives in terms of the care that you provide your child/ren. *Provide a summary / list of the positives / protective’s factors and how such positively impact on the child.*

However, I am also very concerned about your child/ren because… *Provide a summary / list of the risk factors and how such negatively impact on the child.*

Your child/ren has been subject to a Child Protection plan since *date* however this has not been effective in bringing about change. On this basis, and when considering the strengths and concerns, I have made the decision that we need to initiate pre-proceedings in respect of your child/ren.

Pre-proceedings is a process that enables you to receive legal advice, **but it does not mean that we will be going to Court straightaway**. Instead, we will meet with you and your Solicitor to discuss and agree a plan that will help to improve the situation for your child/ren. If we are able to work together positively and if the concerns for your children reduce, the pre-proceedings process would end within 26 weeks. If you do not engage, or if the plan does not work and we continue to be worried about your child/ren, we may however need to go to Court to ask the Judge to intervene. If we make this decision, you will be informed about it in advance.

I would like to invite you to a pre-proceedings meeting at *location* on *Date/time* so that we can discuss the concerns for your child/ren and agree a plan of what we will do about these concerns. It is important that you have a Solicitor present during this meeting, as in addition to advising and supporting you, they will be able to ask relevant questions of the Local Authority. I have suggested an outline plan below so that you can think about this with your Solicitor, prior to us meeting. If you are unable to attend the meeting, you will be able to discuss this with your Solicitor who will communicate with us.

**Things you need to do now:**

You will need to take this letter to a Solicitor. Your child/ren Social Worker has given you a list that you may choose from. You may also choose someone not on the list but please check that they have the relevant experience. If you require support in contacting a Solicitor, please let your Social Worker know and they will help you.

Your Solicitor will contact the Local Authority Solicitor. They will need to know the following information:

**The Local Authority is Wiltshire Council.**

**The Legal Contact is:**

**County Hill**

**Trowbridge**

**Wiltshire BA14 8JN**

**Telephone no: 01225 718365**

I understand that you may be concerned about this letter, however I want to offer my assurances that we really do want to use this process as an opportunity to work together, so that we can improve things for your child/ren. On this basis, I really urge you to attend the meeting.

Your sincerely

Team manager name

Enclosed:

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

**PROPOSED PRE-PROCEEDINGS PLAN**

What you should keep doing;

Proposed plan to address the concerns:

|  |  |  |  |
| --- | --- | --- | --- |
| **What** | **Who** | **When** | **Why: What would be the benefit for your child?** |
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