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| **PLEASE DO NOT IGNORE THIS LETTER**  **TAKE IT TO A SOLICITOR NOW** | Contact:  Tel: (0113)  Fax: (0113)  Email:  Minicom: (0113)  Date: |

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

**Leeds City Council’s Concerns about your unborn child**

**LETTER BEFORE PROCEEDINGS**

I am writing to let you know that Leeds City Council has concerns about your unborn child.

Leeds City Council plans to start Care Proceedings in respect of your unborn child when he/she is born.

This means that we will apply to the Court and your unborn child could, if the Court decides that this is best for him/her/them, be taken into care.

We have set out in this letter the concerns we have about your unborn child and the things that have been done to try to help your family.

This is set out on the next pages:

**Here are our main concerns:**

*[Outline the bottom line concerns that we have and give examples of when this happened. This should capture ongoing concerns as well as specific concerns]* ***Delete this guidance in italics***

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| **What we are concerned about** | **Examples of when this happened** | **Date of when it happened** |
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**This is what Children’s Services have done to try to help your family**

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| **Who has helped** | **What help has been given** | **Dates of when we provided it** |
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| **Please come to a meeting with us to talk about these concerns**  This meeting will be 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 what the local authority is proposing:   *(Outline the plan which is essentially what will go into the Interim Care Plan. E.g. mother and baby placement, foster care, kinship placement, further assessments, FGC, DNA testing, contact, substance misuse treatment etc.*  ***Delete this guidance in italics when you have put in the outline plan***   * Discuss with you how we will support you to keep your child safe in future; * Discuss with you what you believe you need to do the make your child safe; * Discuss with you who in your family could look after your child(ren) if you are not able to.   Please contact your unborn child’s Social Worker [name] on [tel. no:] to tell us if you will come to the meeting. |

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| **Get a Solicitor**  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 will 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.  If you don’t already have a Solicitor, with this letter we have provided a list of local Solicitors who work with Children and Families. They are separate from Leeds Children’s Services.  You do not have to bring a Solicitor to the meeting, but it will be very helpful if you do.  **Information your solicitor will need is:**  Local Authority Legal Contact: [name, address and telephone] |

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| **What will happen if you do nothing?**  If you do nothing, we will still go to Court once your child has been born to make sure your child is safe. |

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| **Get your wider family involved**  Our concerns about your unborn child are very serious.  If the Court decides you cannot care for your child, we will first try to place them with one of your relatives if it is best for your child to do this.  At the meeting we will discuss with you and your Solicitor who might look after your child if the Court decides that it is not safe for you to do so. |

We look forward to seeing you at the meeting and with your Solicitor on [date].

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

Please tell your child’s social worker 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.

Yours sincerely

[name]

Team Manager [name of team or local office]

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