**APPENDIX 1 – Written Agreement Template**

**WRITTEN AGREEMENT TEMPLATE**

**Name ……………………………………….. ….Client ID ……………………**

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**WRITTEN AGREEMENT BETWEEN STAFFORDSHIRE COUNTY COUNCIL CHILDREN’S SERVICES AND ………………………………………..**

**…………………………………………………………………………………………..**

**The context of the Agreement**

Outline the reasons why the Written Agreement is being implemented specifically outlining the concerns of the Local Authority.

**Participants**

Who are the parties involved in the agreement, including the young person?

**Components of a Written Agreement:**

What does this need to include? What are the expectations of parents in relation to the agreement? What support / services will they receive while the agreement is in place?

**Timeframe**

How long is the agreement to remain in place? Is there a clear date for the agreement to be considered / ended i.e. Initial Child Protection Conference, Child in Need meeting?

Is there a clear date for the Written Agreement to be reviewed?

**Contingency Planning**

What action will be taken if the Written Agreement is not adhered to?

**Signing of the Written Agreement**

This should include clear contact details for the allocated worker and their Line Manager.

**Information Sharing**

Consideration needs to be given to the Written Agreement being shared with other involved key professionals. A copy of the signed Written Agreement should also be placed on the child/ren’s individual case records and a copy given to all the participants of the agreement.

**Change of Circumstances**

The Written Agreement needs to consider what actions parents and the Local Authority will take should there be a change in the circumstances.

**Reviewing the Written Agreement**

A clear date needs to be set for reviewing the Written Agreement and this includes ending of the Written Agreement when cases progress to closure.

**SIGNED ………………………………………………………. DATE ……………..**

**SIGNED ………………………………………………………. DATE ……………..**

**SIGNED ………………………………………………………. DATE ……………..**

**SIGNED ………………………………………………………. DATE ……………..**

**Review Date …………………………………………………………**