**Camden Children Services & Social Work**

5 Pancras Square

London N1C 4AG

Phone: 020 7974 4444

e-mail:

[www.camden.gov.uk](http://www.camden.gov.uk)

****Date:

Address

Dear Mr/Ms

Letter Before Issuing Care Proceedings

Regarding: (Insert Names and Dates of Birth of Child/ren)

I am writing to you to let you know that we continue to be very worried about your care of X (put in names) and we are now going to go to court to ask a Judge to make a decision about how we can work together to improve the care of your children and who else in your network can care for them.

We have told you about our worries in meetings with you and in the Pre-Proceedings Letter dated (insert date of Pre-proceedings letter). These concerns have also been discussed with you at Child Protection Case Conferences/Child In Need Meetings/Pre Proceedings Meetings (delete as appropriate) – copies of these documents are included with this letter. We have tried to work with you to help you improve your care of (insert names of child/ren) but this has not made things better.

A Judge will now decide what should happen for X (insert names) A Judge will make a decision about whether X (insert names) can stay in your care until a final decision is made about them, or if (insert names) need to be cared for by someone else until a final decision is made. You will soon receive a copy of our documents to the Court, which set out the key issues You can take these documents and show them to your solicitor, who will help you prepare your response to the court and help you say what you need to say to the Judge.

There is a lot of information about court proceedings here: [Care (and related) proceedings - Family Rights Group (frg.org.uk)](https://frg.org.uk/get-help-and-advice/what/care-proceedings/) and I will talk to you about court and what happens, as will your solicitor.

***What to do next?***

1. **Get a solicitor:** You are entitled to Legal Aid which means you don’t need to pay for a solicitor. A solicitor will help and support you during the this process. If you have not done so already, it is vital that you identify and secure a solicitor as soon as possible. They will help you understand the situation and advise you about your rights and options.

To help you find a solicitor, a list of solicitors has been included with this letter. When you meet with them show them this letter so they can contact our legal team and talk on your behalf about the plans.

The information your Solicitor will need is –

Local Authority Legal Contact:

Name: (insert name of legal rep)

Address: (insert legal address)

Telephone: (insert phone number)

1. **Get your wider family involved:** Our concerns about (insert the names of child/ren) are very serious. If the Court decides you cannot care for your child(ren), we will first try and place them with one of your relatives or someone close to your child(ren), if it is best for your child(ren) to do this. You should therefore let us know immediately who in your family might be able to care for your child(ren). Please also ask them to get in touch with us directly.

It is important that you **do not ignore this letter** as this is going to court and the Judge will make decisions. It’s important your voice is heard by the Judge, so please do respond and say what you need to your solicitor who can tell the Judge on your behalf.

If you do not understand any part of this letter please let me know and we can talk about it. Please tell me if you need any help with child care or transport arrangements in order to come to the court once the date has been arranged, and we will try to help. The court will arrange interpreters for you so you can engage with the court hearings (delete as appropriate). I will arrange an advocate for you, if you need more support (delete as appropriate).

Yours sincerely,

(insert name of LA Representative)

Social Worker [name]

Local Authority In-house Legal Team

Enc:

Draft Written Agreement

List of solicitors firms who are members of the Law Society’s Children Law Accreditation Scheme