

## **CYPS LEGAL PLANNING MEETING RECORD**

**NAMES OF CHILD(REN) AND DOB:  
LEGAL STATUS:  
CARER:**

**DATE OF MEETING :**

**NAME OF TEAM MANAGER AND CHAIR (TO COMPLETE THIS RECORD):**

**NAME OF SOCIAL WORKER :**

**NAME OF LEGAL SERVICES' LAWYER:**

**OTHER(S) :**

**STAGE 1 LEGAL PLANNING MEETING RECORD PRIOR TO  
LETTER BEFORE PROCEEDINGS AND MEETING WITH PARENTS –  
draft copies to be given to attendees at end of meeting**

**A. SUMMARY OF CONCERNS (1) FOR LPM RECORD  
(2) FOR LETTER BEFORE PROCEEDINGS**

1. Update information on referral form – Has anything changed? - Referral form becomes Appendix 1 to this Record

2. What **specific facts or incidents** demonstrate that the child is suffering significant harm, or is likely to suffer significant harm and that this is attributable to lack of reasonable parental care?
  
3. What other evidence, apart from the chronology, is there of harm or abuse? Include medical, developmental delay, other indicators.
  
4. Who can provide that evidence (e.g. social worker, paediatrician, health visitor, teacher, Police etc.)?
  
5. Is the evidence different for any of the children

## **B. SERVICES PROVIDED**

1. What work has already been undertaken with this family and was it helpful?:
  - Core Assessment;
  - Family Support
  - Red Gables
  - HARTS
  - Hearthstone
  - Etc
  
2. Is there anything that prevents any of the parents/carers or children from accessing services and what support do they need? E.g. language; literacy; learning; mental health difficulties?
  
3. What did the parents (and the children if they are old enough to say) think of the services so far provided?
  
4. What other assessments are available or have already been commissioned?
  - Paediatric Assessment
  - Mental Health or Drug Assessment of adults
  - Any others
  
5. Do you have the consent of the authors to use these Reports in any future care proceedings?
  
6. Do you need paediatric advice about children's medical needs and developmental progress?

7. What further assessments do you need of the parents' capacity to change? Do you need this information or is this an assessment that the parents could obtain for themselves?
  
8. Has a Child Protection Conference/ Family Group Conference been held?
  - If not why not?
  - Have the requirements of the Child Protection Plan/ Family Plan been carried out to ensure all relevant family members have been seen? (Check by reference to CP/Family Plan)
  - Should any of the family members identified to provide support be joined into any potential care proceedings?
  
9. Are any family members or friends likely to be alternative carers of this child(ren)? Who will assess their capacity and what issues need to be addressed?

**7 . SERVICES STILL NEEDED (and if you need any of these in which order should they take place?)**

- Parenting Assessment;
- Drug/Alcohol Assessment;
- Mental Health Assessment;
- Psychological Assessment of parents' intellectual capacity, functioning and ability to make sustained change.
- Any other?

**NB**

- (a) A residential assessment is a **second** stage once clear evidence has been obtained from **community** based assessments of the parents' capacity to change within the child's timescale.
- (b) Mother and baby placements on birth follow a recommendation from pre birth assessments
- (c) Any recommendations for residential assessment must be endorsed by Safeguarding Panel first.

10. What is your draft plan for your letter before proceedings?

**STOP HERE TO PREPARE LETTER BEFORE PROCEEDINGS AND PLAN NEXT STEPS TO MEET WITH PARENTS**

**(SOCIAL CARE LEGAL TEAM LAWYER TO DRAFT SUMMARY OF CONCERNS FOR LETTER)**

**COMPLETE THE REST OF THIS LPM RECORD IF CARE  
PROCEEDINGS NEED TO BE ISSUED**

## **CYPS STAGE 2 LEGAL PLANNING MEETING RECORD IF CARE PROCEEDINGS NEED TO BE ISSUED (OR IMMEDIATELY AFTER ISSUE OF URGENT CARE PROCEEDINGS)**

### **C Do you need an Interim Order –is the risk manageable if an order is not made?**

1. Is a written agreement sufficient between CYPS and the parents Yes / No
2. Does the welfare of the child demand their immediate separation from their parents?  
Yes / No
3. Will the parents cooperate with Section 20 Accommodation? Yes / No
4. Are the parents likely to cooperate with the care plan, including contact? Yes / No
5. Can you remove the child(ren) from the family home without an order? Yes / No
6. Can you undertake the necessary assessments without sharing parental responsibility Yes / No
7. Are the parents likely to cooperate with parallel planning? Yes / No
8. (Can you place a child in a secure unit without an order Yes / No)
9. Is it better to make an Order than No Order Yes / No

If Yes, should this be an:

- Interim Supervision Order Yes / No
- Interim Residence Order Yes / No
- Interim Care Order Yes / No

**D. CARE PLANNING**

**NB YOU WILL NEED A REVIEW LPM IN THE CARE PROCEEDINGS BEFORE ANY OF THE OPTIONS BELOW ARE CONFIRMED AS YOUR FINAL PLAN:**

1. Do you need Child and Adolescent Psychiatric advice in respect of attachment issues, emotional harm sustained, sibling relationships, placement, contact and therapeutic needs?
2. Are any other specialist assessments of the children needed? What issues need to be addressed?

	<b>Primary Plan</b>	<b>Contingency Plan</b>	<b>Other Options</b>
<b>A. Reunification to both parents</b>			
<b>B. Reunification to Mother</b>			
<b>C. Reunification to Father</b>			
<b>D. Reunification to previous carer not a parent</b> Options: Residence Order Special Guardianship Order Care Order			
<b>E. Placement with Family/Friends Carers</b> Options: Residence Order Special Guardianship Order Care Order			
<b>F. Adoption</b>			
<b>G. Long Term Fostering</b>			
<b>H. Other (Specify)</b>			

1. Has the child been consulted in respect of his / her wishes and feelings in respect of their placement?
2. Have views and wishes of parents and significant others been considered?
3. How are the children's health and education needs going to be met?

4. **What contact arrangements will be put in place including issues such as frequency, length, venue, time, supervised or not, telephone contact, transport etc.**
  
5. Has the appropriate placement resource been approved by the Placement Panel?
  
6. If the plan is for the child(ren) to remain at home on an ICO, has this been agreed with the Deputy Director?
  
7. Permanence Planning for Looked After Children:
  - What is the timetable for each child
  - When is the date of the first/next LAC review?
  - What is the timescale for the next review LPM in the Care Proceedings?
  - If the plan could be adoption or long term fostering who will write the Child's Permanence Report and when will this be started?
  
8. **Can all this information go into your first interim Care Plan for each child? If not this must state that you will need to file a further Interim Care Plan before the Case Management Conference to deal with all these points.**

## **E. PLANNING AND ISSUE OF CARE PROCEEDINGS**

1. Is the Head of Service aware of this plan and have they agreed the necessary resources and funding for identified assessments?
2. Have there been previous private or public law proceedings in relation to these or to related children or to the parents?
3. Do we need to consider seeking disclosure of any papers from previous proceedings?
4. Do we need to consider disclosure of other papers, e.g. police investigations including case papers etc.
5. Are there any reports for which disclosure should be opposed e.g. serious case reviews, MAPPA reports? (If any information is needed from these can an individual agency provide a report?)
6. What about disclosure of past and future papers for care planning eg therapy or for future placements?
7. Have the authors of all reports given consent for their disclosure?
8. Is the Family Proceedings Court likely to be the appropriate forum or does this case meet the criteria for transfer. Why?
9. Are any special arrangements likely to be needed for service of papers or at court hearings?
10. What is the timescale for the Social Worker to prepare their Annex documents for issue and the papers for disclosure under the Pre Proceedings Checklist for the First Appointment?
11. Will an application be made for criminal injuries compensation? (Has the child(ren) been the victim of a crime of violence and will they be living separately from the perpetrator?)

**NB Please note that this list is not exhaustive and each case should be considered on its particular merits**

**This meeting has agreed that an application for Care Proceedings should be issued in respect of:**

**Signatures:**

**Social Worker**

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PRINT NAME

**Date**

-----  
SIGNATURE

**Team Manager**

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PRINT NAME

**Date**

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SIGNATURE

**DEPUTY/ HEAD OF SERVICE**

**TO APPROVE PLAN AND ENDORSE CONTACT ARRANGEMENTS AT D4**  
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PRINT NAME

**Date**

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SIGNATURE