

Checklist of Evidential Documents for LPM- Stage 1

Evidence Checklist for LPM - If time permits all or as much as possible of the following information should be available at the Legal Planning Meeting, this is not an additional task – this information should be available as evidence of your intervention and the assessment process to date.

Do not delay the LPM to seek or collate this.

	YES √	NO X	N/A
Copy of child's birth certificate We often get the spelling or date of birth wrong or don't have the full names.			
Copy of the parents and child's passports if available. If not, details of what passports are held so that any immigration issues can be flagged up early on			
The Single Assessment and S47 Assessments (OR Initial/Core if relevant and evidence of patterns of behaviour)			
Child Protection Minutes and Child Protection Plan for all children concerned			
Police Disclosure If given at CP conference we will need permission to disclose it so we need it at the LPM to enable legal services to obtain permission. If there is no police disclosure but there are convictions or a history of offending, the parents full names and dates of birth need to be available so that legal can make an application under police protocol for disclosure this takes some time to come through so the sooner we make the application the better.			
Family Support Work Give details of support which has been put in place, including any form of contract with the parent(s) as to what the intervention is, for how long and how it is going.			
Family Group Conference or Family Meeting- Has there been an FGC? If not why not? Detail any referral made for FGC and date of FGC – enquiries should have been made of parents of any family/friends to put forward; Use of a Genogram to explore this with parents at an earlier stage is good evidence and be produced.			
Connected Persons Assessments Have we checked for possibilities? Or has someone has been put forward, timescales of initial checks to come back (if the court application could be interim removal and there is a family member/connected person who may be able to provide a safe placement, we should be doing all that we can to see whether at the first hearing they are likely to be agreed as interim carers).			
Missing Family Members If there is a parent or other significant missing relative what enquiries have been made to trace them and what might be helpful in tracing them – legal can raise this with mother's solicitors (applies to any non-resident parents/those with PR).			
Previous Siblings If there are other siblings known to LBH or another Authority, have the files been read and what is the position?			
Referrals If we have received referrals from any agency, i.e. police, health, education, we need to see those referrals. Also consider any archived paper files if applicable			
Police Protection If the child has been taken into police protection you should provide confirmation of this in a form setting out where, the time and date and the reasons – we need to ask the police for this try and do this before the LPM.			

	YES √	NO X	N/A
<p>If applicable:</p> <p>Other Agencies Has there been any involvement by a key worker or practitioner from any partnership agency, if so do we have a report from them?</p> <ul style="list-style-type: none"> • Health visitor reports • CFACS • Border Control • YOS • GP reports on children • School attendance records • Nursery school information <p>Or any letters/responses sent to agencies seeking disclosure of their information with a view to formal pre proceedings work.</p>			
Letter(s) Before Proceedings (LBP) or pre proceedings meeting minutes/plan/review and outcomes			
<p>Additional Assessments / Instruction of Experts Have some idea of what you want assessed, who by and timescales. For example, if mother is thought to have learning difficulties either arrange a cognitive assessment before the LPM or have timescales for when it can be done. If not proposing any external assessments, think about who is going to do a particular piece of work, by when and what it will include. If proposing an expert, have CVs and timescales and costs and reasons for needing them been considered. If FAS, have information about when it can begin and confirmation that a place has been approved. Think about what sort of questions you need to be asking of the experts and then use that at the LPM to decide if an expert is really essential. If in doubt, do without!</p>			
Please consider if at the Legal Planning Meeting threshold is met:			