

# APPENDIX B: Standard Documents

The following documents are identified in the protocol and their contents are prescribed below

1 **Case Synopsis** shall contain such of the following information as is known in summary form for use at the Allocation Hearing and shall normally be limited to 2 sides of A4:

- The identities of the parties and other significant persons
- The applications that are before the Court
- A very brief summary of the precipitating incident(s) and background circumstances
- Any particular issue that requires a direction to be given at the Allocation Hearing (e.g. relating to a social services core assessment)
- Any intention to apply to transfer the proceedings to the High Court
- The parties interim proposals in relation to placement and contact
- The estimated length of the Allocation Hearing (to include a separate estimate relating to a contested ICO where relevant)
- A recommended reading list and a suggested reading time for the Allocation Hearing
- Advance notice of any other decisions or proceedings that may be relevant, to include: criminal prosecutions, family law proceedings, disciplinary, immigration and mental health adjudications

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2 **Social Work Chronology** is a schedule containing a succinct summary of the significant dates and events in the child's life in chronological order. It is a running record i.e. it is to be updated during the proceedings. The schedule headings are:

- serial number
- date
- event-detail
- witness or document reference (where applicable)

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3 **Initial Social Work Statement.** The initial social work statement filed by the LA within 2 days of the issue of an application is strictly limited to the following evidence:

- The precipitating incident(s) and background circumstances relevant to the grounds and reasons for making the application including a brief description of any referral and assessment processes that have already occurred
  - Any facts and matters that are within the social worker's personal knowledge
  - Any emergency steps and previous court orders that are relevant to the application
  - Any decisions made by the LA that are relevant to the application
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- Information relevant to the ethnicity, language, religion, culture, gender and vulnerability of the child and other significant persons in the form of a ‘family profile’ together with a narrative description and details of the social care services that are relevant to the same
  - Where the LA is applying for an ICO and/or is proposing to remove or seeking to continue the removal of a child under emergency protection: the LA’s initial proposals for the child including placement, contact with parents and other significant persons and the social care services that are proposed
  - The LA’s initial proposals for the further assessment of the parties during the proceedings including twin track planning
  - The social work timetable, tasks and responsibilities so far as they are known.
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4 **Schedule of Issues.** The composite schedule of issues produced by the advocates at the end of the advocates’ meetings prior to the CMC and the PHR should be agreed so far as is possible and where not agreed should set out the differing positions as to the following:

- A summary of the issues in the case (including any diverse cultural or religious contexts)
  - A summary of issues for determination at the CMC/PHR by reference to the questionnaires/checklists
  - For the CMC: the timetable of legal and social work steps proposed
  - The estimated length of hearing of the PHR and the Final Hearing
  - For the PHR: whether the Final Hearing is ready to be heard and if not, what steps need to be taken
  - The order which the Court will be invited to make at the CMC/PHR
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