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| Request to Social Services for evidence of an assessment of child abuse or a child protection plan |

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| *This example letter has been designed by the Ministry of Justice to request evidence of an assessment of child abuse or a child protection plan.**Information required is highlighted and instructions are italicised.* ***Please delete any unnecessary text and instructions (including this introduction) before sending.*** |

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| [Social Worker (insert name of Social Worker if known)][Social Services Address] | [Your Address][Your E-mail (if applicable)][Your Contact telephone number] |

To whom it may concern [Insert name of Social Worker if known],

*[Select one of the following two paragraphs and delete as appropriate]*

I would like to request written confirmation that [insert child’s name] has previously been assessed by social services as at risk or being a victim of abuse by [insert perpetrator’s name].

*or*

I would like to request written confirmation that [insert child’s name] has previously had a child protection plan put in place to protect [him/her] from abuse by [insert perpetrator’s name].

This is needed as evidence of child abuse in order that I can access legal aid for a private children’s case in accordance with the Legal Aid, Sentencing & Punishment of Offenders Act 2012. **I would therefore be grateful if this could be treated as a matter of urgency.**

I would be grateful if you could send your written confirmation to [state address where you wish this to be sent].

More information and guidance about the evidential requirements for legal aid in family matters can be found at [www.justice.gov.uk/legal-aid-for-private-family-matters](http://www.justice.gov.uk/legal-aid-for-private-family-matters). This includes a template letter that you can use to reply.

Yours [faithfully/sincerely],

[Add your name here]