

07951544852

54 Grange Road
Fenham
Newcastle upon Tyne
NE4 9LD

To whom it may concern

Dear Sir/Madam

Letter of engagement as McKenzie Friend

Thank you for approaching McKenzie Friend NE to be a source of support in your current family situation including family court proceedings.

This Letter of Engagement summarises the relationship we will have.

McKenzie Friend NE is my business vehicle and is a sole trader business.

The basis of my competence to assist you are my qualifications and experience in Childrens and Families Social Work, Systems Therapy, Family Mediation, and Mental Health. A summary is attached. I can discuss details, and provide evidence of qualifications and references as required.

The ethical basis for my professional practise:

Social Work England

<https://www.socialworkengland.org.uk/standards/professional-standards/>

My professional registration is SW35109

British Association of Social Workers

<https://www.basw.co.uk/about-basw/code-ethics>

If you have any concerns about my practise while assisting you, please raise these with me. Should you feel you have been unable to reach a satisfactory resolution of your concerns, please contact Social Work England or BASW for advice on your next steps.

My aim in working with you as your McKenzie Friend is summarised as follows

- **to support you through a stressful and potentially confusing process so that you can present your views to the court and to Cafcass regarding the best interests of your children, in a clear and child centred manner.**
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- **to enable you, as far as it rests with you, to reduce conflict and the sources of conflict with your ex-partner, in order to focus on what is best for your children now and in the future**
 - **to preserve and promote the relationships that are important to your children.**
 - **to provide expert advice to assist and enable you to achieve these aims.**
 - **to avoid lengthy and costly litigation**

Please be aware that should I believe you are asking me to become involved in ways that are inconsistent with your childrens' safety and welfare, or breaches my professional code of ethics in other ways, I must reserve the right to withdraw from this agreement. I would of course discuss any such concerns with you before considering any such action.

I provide the following services

- **Case analysis and consultation - by phone, by Skype, in person**
- **Written advice - by email**
- **Attendance at hearings as requested and agreed with you.**
- **Analysis of orders, reports, statements.**
- **Assistance to prepare your statements, applications and responses.**
- **Advice on working with Cafcass**
- **Training to present yourself in court and speak in court**
- **Assistance to draw up questions and to prepare for cross examination**
- **Advice on other sources of information, guidance, and help**
- **Advice on child development and communication with children**

I am also able to provide social work child & family assessments and court reports. The agreement of the court and the other party is necessary.

My terms of payment are £50 per hour, professional time. £30 travelling and waiting time.

I operate an 'on account' arrangement where clients will pay for an agreed number of hours in advance. I will provide a receipt and a monthly or weekly update so that you now exactly how much time you have in hand.

The account details for payments are

Coop Bank
account number 08-93-00
sort code 25210820

Yours sincerely,

Mr Kim Simpson
