**The process for discharging of Care Orders**

When the SW and the TM agree in supervision that a care plan for a child can be discharged, they will discuss this with the IRO. This discussion will be recorded in the child’s record and if it is agreed that discharge can be considered, the SW competes a request for an initial Legal Planning Meeting.

The request will need to be authorised by the Head of Service. Once authorised the LPM should take place within 10 working days from the date of the IRO discussion

**Suitability of Assessment to be completed on LCS**

**Initial LPM**

Initial LPM will consider threshold issue, will explore the evidence that will be filed and timetable the work required before filing (parenting assessments, risk assessments, etc).

The timetable will be clearly documented.

The meeting will also consider how information will be shared with the interested parties.

**Review LPM**

The review LPM will take place no longer than 14 weeks after the initial LPM. In preparation for this meeting the social worker and manager will provide Legal representative with the completed evidence agreed at the Initial Legal Planning Meeting. If appropriate a draft Statement and Care Plan would have been prepared in advance to this meeting.

Review LPM will be looking at the evidence collated since the last meeting and will make a recommendation regarding the discharge of Care Order. The meeting will timetable clearly the next steps in the process.

**Agency Decision Maker (ADM)**

The Review LPM recommendation to issue care proceedings to discharge the Care Order, alongside the relevant documents (parenting assessments, risk assessments, suitability of assessment etc) are sent to ADM for agreement within 5 working days from the date of the Revie LPM.

The ADM decision is recorded in the child’s record.

**Starting care proceedings**

Social worker finalise the Plan and Statement. This will follow the existing process for issuing care proceedings. The proceedings should be issued within 4 weeks of the ADM decision

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| **The process of applying to discharge of care orders reviewed** |
| 1 | Agree with IRO the plan to discharge. The **discussion with IRO** will be recorded in the child’s record and it will be reflected in the Care Plan  |  |
| 2 | Request **Initial LPM** and timetable the work required before filing (parenting assessments, risk assessments, etc). the timetable will be clearly documented and shared with the professionals involved  | 10 working days from IRO discussion  |
| 3 | **Review LPM** to consider evidence – this meeting will be looking at the evidence collated since the last meeting and will make a recommendation regarding the discharge of Care Order. The meeting will timetable clearly the next steps in the process | 14 weeks after the Initial LPM  |
| 4 | Legal advice will be recorded as confidential in the Child’s record  |  |
| 5 | If the Review LPM recommends discharging of the Care Order, the recommendation alongside the relevant documents (parenting assessments, risk assessments, etc) are **sent to Service Director for Children’s Services** for agreement  | Within 5 working days from Review LPM |
| 6 | If Service Director for Children’s Services agrees with the discharge, the decision is recorded in child’s electronic record |  |
| 7 | SW completes finalise the Plan and Statement. This will follow the existing process for issuing care proceedings  | 4 weeks from SD decision  |