**Process for ending a Child Protection Plan by letter: For Children/YP if they are made subject to an Interim Care Order AND are placed in foster care (not family).  For all other children a review conference will take place.**

Process:

1. The social worker will hold a core group meeting in which the core group members will give their views about the plan ending and the social worker will contact the allocated CPA once this has occurred.  This will need to occur with 10 working days of a child becoming looked after.
2. The CPA will contact the IRO for a case discussion and pass on any issues that need to be picked up in the CLA review
3. CP Admin will write to all core group members and any other invitees to the conference to advise that the plan is to be closed and for any views to be shared within 5 working days.
4. CP Admin will close the plan on LCS 5 days after the letter is sent out.  A letter will be sent to parents to confirm the CP Plan has ended.
5. CPA will add a case note on LCS to confirm that the plan has been ended.

The timescales will be that the CP Plan will be brought to a close within 20 working days of a child becoming looked after.