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| --- |
| Private and Confidential*(Name and Address)* |

Please ask for:

Tel: 0300 126 1000

Our ref:

Date: *Today’s date*

Dear *(Name)*

**Re:** *(Name of Child and CareFirst ‘N’ number))*

This letter is to advise you of the following decision(s) made in respect of your child/children, *[include name(s)].*

Following on from the **successful implementation of a Child in Need Plan / Single Assessment** **/ Child Protection Plan / decision that your child/children is/are no longer Looked After by Northamptonshire County Council [delete as appropriate]**, we are satisfied that there is no current role for the Children, Families and Education Directorate and as such, your family’s case has now been closed to Children’s Social Care.

You will continue to have support from Universal Services within your local community, including **Other Sources of Support as relevant [add details as appropriate]**.

Please find enclosed copies of **the recent Child in Need/Single Assessment [delete as appropriate] meeting notes taken from the discussions held on the [include date], along with the Local Authority’s Closure Summary.**

**[The following paragraph should only be included if children have been subject to a CP plan or been a Looked After Child.]**

**As your child/children has/have [delete as appropriate] been subject to a Child Protection Plan / been accommodated by Northamptonshire County Council [delete as appropriate] then we need to make you aware that for a further 12 months we will be informed of any unscheduled NHS presentations, for example attendance at an Accident and Emergency department. This will not automatically lead to further involvement from us but will be considered at the point of notification.**

**We have a duty to inform you of this national information sharing agreement between Health and Local Authorities, which is called the ‘Child Protection Information Sharing (CP- IS).**

If you have any concerns in the future please contact our Initial Contact Centre on telephone number 0300 126 1000.

I would like to take this opportunity to thank you for your engagement with Children’s Social Care and to wish you the best for the future.

Kind regards.

Yours sincerely

Name

Social Worker