**Office Address Contact**

**Direct line**

**E-mail**

**Date**

SENT BY [HAND/ FIRST CLASS POST/RECORDED DELIVERY]

Dear [parent and/or full name(s) of all people with parental responsibility]

**Re: Ending of the Public Law Outline Process In Respect of (name of child/children)**

I am writing to let you know that a decision has been made to end the Public Law Outline process in respect of your child/children. This is as a result of the work that you have engaged in with the social worker during this time. The decision was made by (enter name of manager) on (enter date).

It is positive that we have been able to agree that the Public Law Outline process can end. It is however essential that you continue to work with Children’s Services to safeguard (enter name of child/ren). The decision to end the Public Law Outline process is made on the basis that you will continue to do the following:

*(List the expectations that you have of the family, for example)*

* Engage with Children’s Services under Child Protection/Child in Need Planning.
* Engage with professionals working with your family.
* Continue to adhere to the Safety Plan that is in place.

**Yours sincerely**

**[Name]**

**Group Manager, [Team]**

Cc: Social Worker [name]

Local Authority Lawyer