**Closure / Transfer Letter Guidelines**

**Closure**

Closure should be discussed with parents verbally prior to written confirmation being sent.

During this conversation, check consent to send a copy of the closure letter to professionals involved with family.

The letter should follow the Signs of Safety principle of ‘Honouring the Family’ and specifically note the positive progress made that has enabled the case to be closed.

Safety People who are providing ongoing support should be named.

The Social Worker will need to complete the specific detail in the template prior to Business Support sending the letter itself.

**Transfer**

Transfer should be discussed with parents verbally prior to written confirmation being sent.

During this conversation. check consent to send a copy of the closure letter to professionals involved with the family.

The letter should detail the reason for the transfer in relation to the activity of the new Team and use plain, none-jargon language.

The letter should detail the name, telephone number and Manager of the new Social Worker.

The Social Worker will need to complete the specific detail in the template prior to Business Support sending the letter itself.