

DIGITALLY ENDING CP PLAN OUTSIDE OF CONFERENCE

Ending CP Plan outside of Conference

Digital De-Plan:

1.0 It is permissible for the Service Coordinator responsible to authorise digitally ending the Child Protection Plan outside of conference only when the Service Coordinator is satisfied that the child:

- Is subject to legal proceedings; and
- The court has awarded an interim care order; and
- The child is placed outside of the family home pending the final outcome of the proceedings; and
- The child has an allocated IRO to oversee the child's planning and safety, or
- The child has reached eighteen years of age or has died. Working Together 2023 states when: The child has reached 18 years of age (to end the child protection plan, the local authority should have a review around the child's birthday and this should be planned in advance).
- In the event of the death of a child who has been the subject of a child protection plan, the safeguarding partnership may decide to undertake a review of the circumstances surrounding that death, see Child Death Reviews.

1.1 When a child is approaching 18 years of age the Local Authority should have planned a review conference close to and in advance of child's birthday.

A conference must be convened:

1.2 Where the child is looked after under S20.

1.3 Where the child is subject to care proceedings and remains at home/ within a parenting assessment placement, whilst subject to:

- No order; or
- An interim supervision order; or
- A supervision order; or
- An interim care order; or
- A care order (subject to Placement with Parents regulations)
- The Child has left the UK
[4.11 Children on Child Protection Plans who Move Abroad | Surrey Safeguarding Children Partnership \(procedures.org.uk\)](#)

1.4 The responsible Service Coordinator must both agree and authorise digitally ending the CP Plan outside of conference by clearly recording the decisions in the child's individual electronic file record and should inform the Child Protection Unit and responsible Team Manager and Independent Chair.

1.5 The responsible Service Coordinator may only agree to commence digitally ending the Child Protection Plan outside of conference for the reasons set out [1.1] above and the Service Coordinator will be the responsible officer ending the Child Protection Plan. It is permissible to complete this only after all conference/core group participants have agreed to the no conference end plan process. In the event a professional attending the previous conference/core group does not agree the Service Coordinator should contact the professional directly to ascertain their rationale and consider if a RCPC would need to be convened.

1.6 After 5 days, should there be no dissent from the professional network, the Child Protection Unit shall inform the responsible Service Coordinator and the Team Manager. The Service Coordinator will then end the CP Plan.

1.7 Once all LCS tasks have been completed the Child Protection Unit shall send correspondence of the outcome to all conference participants and record a copy on the child's file.

Transfer Out conferences have a different LCS process.

1.8 The child has moved permanently to another Local Authority area - in such cases, the receiving Local Authority should convene a Transfer Child Protection Conference within 15 working days of being notified of the move, and only after this has taken place may the Child Protection Plan be discontinued (see [Children and Families in Need Moving Across Safeguarding Children Partnership Boundaries Procedure](#))

Procedure - Steps to Follow to End CP Plan Outside of CPC:

The Independent Chair:

1. The Independent Chair will discuss and consider with the Service Coordinator whether the process of digital de-plan is in the best interests of the family.
2. Where there is agreement, process to end the CP Plan outside of CPC will be led by the Service Coordinator.

Service Coordinator:

1. Oversights LCS and speaks with the Independent Chair-there is an agreement to commence the 'ending of CP Plan outside of conference' process.
2. Completes a Service Coordinator oversight on each child's LCS record as a case note and informs the CPU, Team Manager and Independent chair of their agreement.
3. [See responsible Team Manager steps]
4. Awaits the response after 5 days from the CPU.
5. Is notified by email from the CPU that there is a task to end the plan within the CP Chair task tray.
6. Picks up the whole task from the CP Chair tray.
7. Checks that the IRO is allocated, a review is booked and aware of the CP End by Post is taking place.
8. Process the form called **CP Plan End by Post Outcomes** – this ends the plan.
9. Records confirmation of the date the CP plan ended and reason on each child's file record.

The responsible Team Manager (this has to be the allocated social worker's line manager)

1. On receipt of the Service Coordinators agreement to commence the 'ending of CP Plan outside of conference' the responsible Team Manager **begins the LCS process.**



2. Please note if this is a child who is part of a sibling group and is the only child whose plan needs to end the child needs to be separated from the consolidated CP plan and core group/active meetings.
3. The responsible Team Manager needs to make sure that there are no draft plans or assessments and all reports are finalised.
4. Starts the **End CP Plan outside of conference meeting** in the CP Pathway on LCS.
5. Completes a form called **Pre CP Plan End by Post report**. The reason must be chosen.
6. **The form can be backdated – Please use the date that the Service Coordinator has given agreement to ending the CP Plan outside of conference. Do not use a date pre this agreement.**
7. **Finalise the form.**
8. **Re-assigns the whole task to the tray called ‘CP Business Support’** (not the allocated CP chair by name – this is a different tray that Service Coordinators and CPU admin can access only)
9. **Email the child.protection@surreycc.gov.uk CP Unit to advise them the task is in the ‘CP Business Support’ tray.**

CPU Admin

1. **CPU Admin pick up the task from the ‘CP Business Support’ tray and sends out the letters/emails**, amend as appropriate and saves to LCS checking that correspondence has gone to all core group/conference participants and record a case note capturing that the letters have been sent and waits 5 days for responses.
2. **CPU Admin gather all responses saving them to the child’s file, records a case note and notifies the relevant Service Coordinator.**
3. With no dissent confirmed CPU action **Request Final Decision** and sends the whole task to the CP chair tray.
4. **Send email to Service Coordinator** to alert need to pick up the task from tray named ‘CP Chair’ tray.
5. **Service Coordinator steps 6-8 follow:**
6. *Service Coordinator picks up the whole task from the tray named ‘CP Chair’ tray.*
7. *Process the form called CP Plan End by Post Outcomes – this ends the plan.*
8. *Records confirmation of the date the CP plan ended and reason on each child’s file record.*
9. **This final step closes the CP lozenge on LCS and alerts the CPU to send out correspondence to recipients that the CP has ended. CPU need to include the reason for the paper de-plan i.e., child looked after, out of country, has turned 18.**
10. **Correspondence that a CP plan has ended is saved by CPU Admin to the child’s file.**
11. **CPU Admin update the outcomes spreadsheet.**
12. **CPUnit Duty Desk to score the next conference date out in the secretary allocations.**
13. **CP Duty Desk will pick the rest of the cancellation tasks this includes cancelling the conference in the logbook, chair’s diary and removing the child from the case list.**

LCS Guides

[LCS, EHM & EYES Guidance - End CP Plan by Post step 1 - Supervising TM.pdf - All Documents \(sharepoint.com\)](#)

[LCS, EHM & EYES Guidance - End CP Plan by Post step 2 - SG Unit and CP Chair.pdf - All Documents \(sharepoint.com\)](#)

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