



Camden

Children's Safeguarding and Family Help

Discharge of child protection plans

1 Introduction and purpose of policy

- Under the London Safeguarding Children procedures, Camden may discharge a child protection plan where:
 - the child is no longer at risk of significant harm
 - the child moves out of the borough permanently
 - the child moves out of the UK and the local authority is satisfied that this is a permanent arrangement;
 - the child is made subject to legal proceedings but is placed at home and is not considered to be at risk of significant harm.
- In general, a looked after child should not require a child protection plan, but there may be circumstances where a child protection plan needs to continue to in order to keep them safe (see section 5).
- For most children, the child protection plan will be discontinued following a decision made at conference but there are some limited situations where a conference is not required and the plan can be discharged via an administrative removal (see section 2).
- This policy sets out what actions social workers and conference chairs need to take in order to discharge child protection plans, or in the case of looked after children, to decide whether or not to keep a child protection plan active.

2 Administrative removals

- An administrative removal allows Camden to discontinue a child protection plan without holding a review child protection conference where:
 - The child dies
 - The child has reached the age of 18
 - The child is placed away from home on an (interim) care order and is subject to care planning arrangements.
 - The child is placed away from home under section 20 in a stable arrangement or where PLO steps or care proceedings are on-going. This will be subject to the agreement of the Child Protection service manager based on the same criteria as applied in a review conference, ie; that the child is no longer at risk of significant harm and the plan is no longer required.

LAC on CP plans

- For an administrative removal:
 - A decision to discharge the plan must be taken by the IRO service manager.
 - When the decision has been made, the conference chair should draft a letter to the professional network and parents informing them that Camden will discharge the child protection plan stating one of the above reasons and end the child protection episode on MOSAIC. The social worker is responsible for sending out this letter.
- Where a child protection plan ends following an administrative removal for a looked after child, the next CLA review should consider any safeguarding issues such as contact arrangements to ensure the child's safety.
- Where the child has died, the chair and social worker should also notify the IRO service manager, the Head of Quality Assurance and the CSCP Development Officer under the *Reporting serious incidents* procedures so that action can be taken under the Child Death Review and Serious Case Review arrangements. [Reporting serious incidents | Children's Policy & Practice Hub](#)

3 Children moving to another borough

- A child protection plan must remain in place for any child living outside of Camden unless the move is permanent and the receiving local authority has accepted responsibility for the case via a transfer in conference. For full details please refer to the *Working with families from other local authorities* policy available at: [working-with-families-from-other-local-authorities.pdf](#)
- The child protection plan will remain in place in Camden until the LADO and QA Support Business Officer receives written confirmation that the receiving borough has held a transfer in conference and accepted case responsibility. At that point the LADO and QA Support Business Officer will end the episode on MOSAIC and notify the network that the plan has been discharged.

4 Where the child has left the UK

- The child protection plan can only be discharged at a review conference where it is decided that the move is permanent and that following appropriate enquiries by the social worker, no further action can be taken to return the child to the UK.

LAC on CP plans

- Prior to the review conference, the social worker should make enquiries of the relevant embassies and contact their counterpart in the receiving country to share information. Details can be found in the Department of Education guidance link: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/351145/Working_with_Foreign_Authorities_-_Child_Protection_and_Court_Orders.pdf

5 CLA on child protection plans

- It is Camden's policy that where a child who is subject to a child protection plan becomes looked after, their child protection plan will be discontinued at the earliest opportunity. Child protection plans for looked after children will only be continued if their circumstances carry a risk of significant harm because their care arrangements may not provide full protection and/or arrangements are still to be finalised, for example:
 - the child is being looked after by virtue of an Interim Care Order and remains placed at home with their parents pending the final hearing;
 - a child who is subject to care proceedings is looked after under section 20 and is at high risk of being removed from the placement;
 - a baby who is looked after is placed in a mother and baby unit with their mother for assessment and there are concerns about their care;
 - there are concerns about a looked after young person being at risk through extra-familial harm and exploitation.
- Each case needs to be considered on its own merits and this document sets out the procedure for decision-making and monitoring in cases where children are subject to concurrent plans.

Making decisions

- All cases where a child subject to a child protection plan has become looked after should be notified by the allocated social worker to the IRO manager and the Chair of the conference at the time that the child becomes looked after.

LAC on CP plans

- The IRO service manager should consult with the conference chair and the allocated IRO and make a decision on whether the child protection plan should remain in place based on whether the child remains at risk of significant harm in the placement.
- The IRO service manager should consider the child's status and the likelihood of them remaining or returning home as well as whether the risk continues and how long the situation is likely to last. This will inform decisions on whether the child protection plan should be continued in order to ensure their safety and welfare.

Where the child protection plan is to discontinue

The conference chair and the IRO should discuss the case and agree a proposed addition to the care and placement plan containing actions that will address any continuing safeguarding issues. Steps should then be taken for an administrative removal as set out in section 2.

Where the child protection plan is to continue

- The IRO service manager should be notified of any decision to continue a child protection plan for a looked after child and these cases should be regularly monitored.
- The conference chair and IRO should agree that the CP and CLA review meetings will be merged in order to streamline the process and will notify the minute taking service accordingly.
- The chair and IRO should agree the date for the joint meeting to take place; this may be the next scheduled CLA review or CP conference but consideration should be given to ensuring both the CP conference and CLA review are held within statutory timescales.
- The minute taking service should be informed of the decision to merge the processes and asked to send out conference invitation letters for the chosen date to the professional network as directed by the social worker (including the parent's invitation). Social workers are responsible for notifying children of the meeting.
- At the meeting, the child protection conference will be held first. Professionals attending solely for the child protection conference and the minute taker will leave once this part of the meeting has finished and the meeting will continue as a CLA review, The whole meeting may be chaired by the IRO but a decision may be made for the CP chair to chair the CP review part of the meeting and leave afterwards.

LAC on CP plans

- Following the meeting the IRO and minute taker should complete the chairs report for the child protection conference on MOSAIC.
- The frequency of home visits to the child in placement should continue at the frequency set out in the pan London child protection procedures (ie: every 15 days) as well as the 6 weekly visits under the LAC system. Both visits should be recorded on MOSAIC in the relevant workflow.
- However if it is thought that the placement offers the child an adequate level of safety, the social worker should write to the IRO service manager requesting that the CLA frequency of visits (every 6 weeks) be adopted and this visit treated as both a CLA and child protection visit.
- If this is agreed:
 - the IRO service manager should note this on the child's MOSAIC record;
 - the social worker should notify the Business Support Officer in the Quality Assurance Service;
 - the visit should be recorded on both the CLA and child protection workflows on MOSAIC.