**Date**

**<Sal> <First Name> <Surname>**

**<Email address> or**

**<Street address>**

**<SUBURB> <STATE> <POSTCODE>**

Dear <Name>

This letter is to advise you that Child Safety’s assessment of the concerns received about your [child/children], [insert name/s] has been completed. The outcome is [choose one]

Child not in need of protection—child in need of support

[or]

Child not in need of protection—referral to a support service

[or]

Child not in need of protection—no further action.

**Choose one:**

This means I have assessed that [names of the child’s/children’s] [has/have] not experienced harm and that you are able to ensure their safety and wellbeing because:

* [outline the reasons why the child/children are not in need of protection]
* [xxxx].

[or]

This means I have assessed that [names of the child’s/children’s] [has/have] experienced [type of harm] harm because:

* [outline the how the harm has been experienced, and who is responsible]
* [xxxx].

I have also assessed that you are able to ensure [names of the child’s/children’s] safety and wellbeing because:

* [outline the reasons why the child/children are not in need of protection]
* [xxxx].

**Choose one:**

[for Child in need of protection—No further action] As a result, Child Safety will have no further contact with your family at this time.

[or]

[for Child in need of protection—Child in need of support] As a result, Child Safety will not have further contact with your family at this time, but a referral for support would benefit your [child/children/family]. I can recommend the following support services to you [Name/contact number] and would be happy to talk to you about a referral if you would like to access support.

[or]

[for Child in need of protection—Referral to support service] As a result, Child Safety has made a referral to [name of support service name] for support for [child’s name/s/your family] and will have no further contact with your family at this time.

We would like to thank you for your engagement and participation in this process. I know it may have been a difficult time for you. If you would like to discuss what did not work well and what Child Safety could do differently, please call me on [contact details]. You can also call my senior team leader, [name] on [contact details] or my manager [name] on [contact details].

If you still have concerns after talking to us, you can visit the Child Safety website for information about how to make a complaint: [https://www.cyjma.qld.gov.au/contact-us/compliments-complaints](https://www.csyw.qld.gov.au/contact-us/compliments-complaints)).

Yours sincerely

**Name**

**Position**

**xxxx Child Safety Service Centre**

**Department of Families, Seniors, Disability Services and Child Safety**