**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 concerns received about your [child/children], [insert name/s] has been completed. The outcome is ‘child in need of protection’.

**Choose one**

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

* [outline the reasons for this outcome—provide a description of the actions/inactions (abuse/neglect) that resulted in the harm and the person responsible]
* [xxxx].

I have also assessed that [name/s of child/children] are at unacceptable risk of harm and do not have a parent who is able and willing to ensure their safety and wellbeing because:

* [outline the reasons for risk of harm and parent not able and willing]
* [xxxx].

[or]

This means I have assessed that [name/s of child/children] [has/have] not experienced [type of harm], but I have assessed that your they are at unacceptable risk of harm and do not have a parent who is able and willing to ensure their safety and wellbeing because:

* [outline the reasons for risk of harm and parent not able and willing]
* [xxxx].

Child Safety will work with you by way of a [type of intervention] to give you support to meet the safety, belonging and wellbeing needs of [name/s of child/children] in the future. I have attached/enclosed a brochure on [type of intervention].

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).

Your sincerely

**Name
Position**

**xxxx Child Safety Service Centre**

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