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| |  | | --- | | Social Services response to request for evidence  of child abuse assessment or child protection plan | |

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| *This example letter has been designed by the Ministry of Justice to be used by Social Services Departments when responding to enquiries to requests for evidence of assessment of child abuse, or implementation of a child protection plan.*  *Information required is highlighted and instructions are italicised.* ***Please delete any unnecessary text and instructions (including this introduction) before sending.*** |

***[Social Services Department own headed paper to be used]***

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| [Addressee name]  [Address] | [Address of Soc. Serv.]  [E-mail address of Soc. Serv.]  [Contact telephone number of Soc. Serv.] |

Dear [Insert name of applicant],

Name of perpetrator: [Name of perpetrator]

Name of child: [name of child]

*[Select one of the following two paragraphs]*

I confirm that on [date] the child was assessed by the social services department as being, or at risk of being, a victim of child abuse by the perpetrator

*OR*

I confirm that on [date] a child protection plan was put in place to protect the child from abuse or risk of abuse by the perpetrator,

Yours sincerely,

[Name of Social Services Officer]

[Title of signatory]