

Policy: Specialist Service Standard - Closure

Policy Statement

Closure processes are positive for children and young people their whaanau. Achievements are noted and celebrated and transitions carefully planned.

Procedural Guidelines

The Board of Trustees has policy or procedure to ensure transitions and closures:

- Are timely
- Are collaboratively planned and implemented
- Record the outcomes of the service provided are documented and placed in the child or young person's central file
- Let the child or young person and family and whaanau know where the closed file is to be stored and the process for accessing copies of the information in the file, in accordance with the privacy and public records acts
- Provide information about the process for seeking future support
- Are sensitive to the needs of family and whaanau in times of grief.

Review schedule: **August 2023**

ADOPTED BY BOARD OF TRUSTEES			
Date	24 August 2020	Chairperson	S Smith

REVIEWED/AMENDED	Date	Chairperson
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