



Ktunaxa/Kinbasket Child and Family Services Level 15 Aboriginal Practice Standards

NOTE:

Given the revisions that are in process with the AOPSI for Level 15 KKCFS will develop its policy, criteria, and procedures once the revised AOPSI are finalized for Level 15.

In the interim, unless otherwise noted KKCFS will utilize MCFD assessment tools and procedures. Where significant this has been noted in the following standards.

This includes the utilization of MCFD forms and the Ministry Information System for the documentation of Level 15 work.

Further work required to make easier to read with:

-no acronyms

-bullet lists

Level 15 Practice Standard 1: Protocol with MCFD and Ancillary Agencies

The Social worker follows all protocols for child protection and information sharing with police, education, health, and other agencies and organizations.

Social Work Practice:

The social worker is familiar with and follows all protocols between the Ktunaxa/Kinbasket Child & Family Services (KKCFS) and other service or law enforcement agencies in the geographic area which the KKCFS serves

Refer to the following protocols:

- **MCFD/KKCFS Chart**
- **Protocols with Bands – Level 15**
- **Protocols with Education**
- **Protocols with RCMP**
- **Protocol with Kootenay Region Metis Association**

Level 15 Practice Standard 2: Cultural, Racial, and Religious Differences

The social worker carries out child protection practice in a climate of understanding and respect for the family's cultural background, race and religious beliefs.

Social Work Practice:

This standard allows the social worker to be aware and respect the cultural diversity that may arise in an investigation. The social worker considers what he or she needs to know about the family's culture. This allows the social worker to be able to understand and interpret cultural differences that may arise during the investigation.

The social worker consults with specialist resources in the area to assist with cultural interpretation.

Social workers have access to:

- **Elders Advisory Committee,**
- **Kootenay Region Metis Association (relative staff or directors),**
- **Ktunaxa Nation Members on staff at KKCFS,**
- **Other Nation members on staff at KKCFS, etc, and**
- **Community Support Staff,**
to consult and collaborate with in ensure practice is sensitive to cultural, racial and religious differences.

KKCFS staff will involve family, extended family, and community in determining what is culturally, racially, and religiously significant for a family or child receiving services from KKCFS.

For further information regarding cultural planning refer to the following KKCFS – AOPSI Standards:

- **Level 12 – Practice Standard 9: Development of the Comprehensive Plan of Care**
- **Level 12 – Practice Standard 24: Determining the Needs of a Child**
- **Level 12 – Practice Standard 26: Biographical Information and Family History**
- **Level 13 – Practice Standard 3: Development of the Comprehensive Plan of Care**

Level 15 Practice Standard 3: Reportable Circumstances

The Executive Director/Program Director of the Agency and the Director of Child and Family Services are notified of reportable circumstances.

Social Work Practice:

With respect to children in care and child protection the social worker reports:

- The death of a child;
- The critical injury* of a child in care or a child who has received services in the last 12 months; and/or
- A child in a life threatening situation (e.g. illness, a serious accident, abduction by parent, family member or other);
- A child who is frequently running away;
- A child who is lost or missing (with or without family) for 10 days;
- A child who is involved in a violent crime;
- A child who is abused or neglected in a situation which could be perceived as being linked to the Director of Child and Family Services or his delegate – ie. A child in care or receiving family services, or receiving services from a child care worker;
- A child who has been involved in, or exposed to, a high-risk situation or disaster.

The social worker will use the MCFD Word template for reporting a reportable circumstance.

*A critical injury is defined as a serious injury or condition which, according to a medical practitioner, may result in the child's death, or may cause serious or permanent impairment of the child's health.

The initial report must be prepared within 24 hours of the incident, and a case review and written report must be submitted within 10 days.

KKCFS must immediately develop a plan that is implemented and reviewed on a daily basis.

Refer to Level 12 Practice Standard 25: Reportable Circumstances

Level 15 Practice Standard 4: Supervisory Responsibility

The social worker obtains approval of the supervisor at key points in a protection case.

Social Work Practice:

The Social Worker must consult with the supervisor:

- a) At any point:
 - Where a reportable circumstance occurs;
 - Where police must be notified;
 - Where the court may be used.
- b) When deciding whether to investigate a report.
- c) When determining the response time to a report; when developing an initial investigation plan; when assessing the child's immediate safety and developing an immediate safety plan; when deciding if the child needs protection; and when the investigation cannot be completed within 30 days.
- d) When assessing the risk of future abuse and neglect.
- e) When developing a risk reduction service plan, and when considering the removal of a child or bringing a child into care.
- f) When re-assessing risk, re-unifying a family, transferring or closing a case, and when reclassifying a case from protective family service to voluntary family service.

Level 15 Practice Standard 5: Initial Response to Reports

The social worker receives reports and clarifies expectations regarding information-sharing with the reporter.

Social Work Practice:

The social worker receives reports of suspected neglect or abuse by a person exercising a duty to report.

The social worker accepts anonymous reports, although the social worker encourages reporters to disclose their identity.

After receiving the initial report, the social worker assumes responsibility for further case activity.

The social worker advises the reporter that there may be a request for further clarification of the initial information, or for assistance in locating the family.

The social worker briefly explains to the individual making the report about the worker's statutory responsibility and the types of services or interventions that the Ktunaxa/Kinbasket Child and Family Services can provide.

Level 15 Practice Standard 6: Prior Contact Check and Registration

When the social worker receives a child protection report, he or she completes a prior check and registers the intake.

Social Work Practice:

Where a file exists, the social worker reviews the file to determine the extent of the Ktunaxa/Kinbasket Child & Family's and/or the Ministry for Children and Families' involvement, and contacts the family's previous social worker to discuss the report.

If the family is from out-of-province, the social worker contacts the child welfare authority for the family's home community, and requests any information that they might have.

Refer to KKCFS – MCFD Protocol for procedures

Level 15 Practice Standard 7: Assessment and Emergency Response

An assessment of every report is made and the response time is appropriate.

Social Work Practice:

The social worker responds to the report immediately if:

- The child appears to be in a life-threatening or dangerous situation;
- The police have reported that the child has killed, assaulted or endangered another person;
- The police have taken charge and have not been authorized to return the child to the parent or a designated person.

In all other cases, the social worker must assess the report within 24 hours of its receipt.

If there is not enough information from the report or the Prior Contact Check, the social worker may speak to the parent or guardian, the child or other children, with the parent's consent, unless the child made the report. (Parental consent is needed if no decision has been made regarding an investigation, unless the child made the report.)

The social worker may speak to any other person with the parent's or guardian's consent.

The social worker completes the following steps for each intake:

- Gathers as much information as possible from the reporter;
- Completes a prior contact check (PCC) and registers the intake;
- Determines how quickly to assess the report;
- Gathers any other information needed to make a decision about whether or not to investigate;
- Decides whether an investigation is needed;
- Informs the police if necessary;
- Records and reports the results of the assessment.

After the social worker assesses the report, the social worker may: offer support services to the child and/or family to another agency; or investigate as per Level 15 Practice Standards 12–15.

Refer to KKCFS – MCFD Protocol for procedures

Refer to KKCFS – RCMP Protocols for procedures

Level 15 Practice Standard 8: Deciding whether to Investigate

After assessing the report, the social worker determines whether to investigate. In the case of a third protection report within one year about a young child (i.e. under five), the social worker always investigates.

Social Work Practice:

To decide whether to investigate, the social worker considers the following criteria:

- a) General criteria for investigating:
 - Whenever a worker has reasonable doubts about a child's safety and well-being, a child's need for protection, or the ability and willingness of a child's parent to care for and protect the child.
- b) Specific criteria for investigating:
 - When the report is directly related to the circumstances outlined in Section 13 of the Child, Family and Community Service Act;
 - There are reasonable grounds based upon one or more subsections of Section 13 which are supported by facts or credible information from:
 - Direct observations or knowledge;
 - Professional opinion;
 - Records.
- c) Other criteria for investigating:
 - The third report within one year about a young child (ie. Under five), or a child who is particularly vulnerable (eg. Due to illness).

The social worker does not investigate if:

- The subject of the report is not a child as defined under the CFCSA;
- There is insufficient information;
- There is verification that the report is malicious and false; or
- All previous information has been reviewed and it is verified that there is no new information.

The social worker documents the decision about whether to investigate.

The Ktunaxa/Kinbasket Child & Family Services supervisor signs the intake within 24 hours of the initial report. Or, if not possible, the social worker consults with the supervisor and the intake is signed off at the first contact thereafter.

A child is defined as age 0 through to 19.

Level 15 Practice Standard 9: Informing the Police

In all cases of physical abuse, sexual abuse, or sexual exploitation, the social worker provides the details of the report to the police, and asks the police for information on any criminal activities regarding all members of the household.

Social Work Practice:

In cases where police undertake an investigation, the social worker ensures that the police investigation is co-ordinated with the Ktunaxa/Kinbasket Child & Family Services' investigation, and that all information is shared fully.

Only relevant information is shared between the social worker and RCMP.

Refer to KKCFS – RCMP Protocol for procedures

Level 15 Practice Standard 10: Determining the Investigation Response Time

The social worker begins the investigation as soon as possible, and: Immediately, if the child appears to be in a life-threatening or dangerous situation; OR within five calendar days in all other cases.

Social Work Practice:

To determine how quickly to proceed with an investigation, the social worker gives careful consideration to:

- The age of the child;
- The vulnerability of the child;
- Whether there is current injury or harm to the child;
- The potential for injury or harm to the child;
- Whether possible evidence will be available later;
- The immediate need for support and reassurance of the child or non-offending parent.

The social worker obtains the Ktunaxa/Kinbasket Child & Family Services supervisor's approval regarding the timing of the investigation.

Level 15 Practice Standard 11: Initial Plan of Investigation

Before starting an investigation, the social worker creates an initial plan for how the investigation will proceed.

Social Work Practice:

The social worker's plan for the investigation identifies:

- Who the social worker will contact;
- Who will be involved (e.g. police);
- How the necessary information will be gathered;
- When each of these events will occur.

The social worker documents the plan and has the Ktunaxa/Kinbasket Child & Family Services supervisor sign it.

Level 15 Practice Standard 12: Steps in the Investigation

The social worker completes the required steps in the investigation in order to develop a thorough and accurate assessment of the child's need for protection.

The social worker gives priority to seeing the child and ensuring the child's immediate safety.

Social Work Practice:

In all child protection investigations, the social worker:

- Sees and has separate interviews with:
 - The child;
 - All other children in the household; and
 - The child's parents or caregivers (who is providing care to child);
- Interviews the alleged offender (where police are involved, the social worker consults with them before contacting the alleged offender);
- Interviews any other witnesses;
- Directly observes the child's living situation;
- Obtains any relevant reports about the child and family;
- Obtains information and reports from collaterals who may have relevant information about the child and family;
- Reviews relevant past records and files;
- Contacts the family physician or other medical practitioner who has recently treated the child (in cases of medical neglect);
- Arranges for a medical exam of the child (in cases which indicate a need for a medical examination);
- Interviews any other people who may have relevant information about the child and family.

The social worker and supervisor will make an informed decision based on all assessment information obtained.

Level 15 Practice Standard 13: Seeing and Interviewing the Child

The child who is the subject of a protection investigation is seen: Immediately, if the child is in a life-threatening or dangerous situation; OR as soon as possible in all other situations.

Social Work Practice:

If the social worker is unable to meet with the child and an immediate response is indicated, the social worker asks the police to see the child and ensure the child's safety. This applies in situations when the child is in a remote area, or when the child's safety is at imminent risk and the police can respond more quickly.

If the social worker is denied access to the child, the social worker (in consultation with contract legal counsel) submits an application for a court order for access to the child. When such an order is granted, the social worker may ask the police to assist in the enforcement of the order if additional assistance is indicated. Wherever possible, prior to KKCFS taking legal or court action, KKCFS will consult the community leadership in effort to get support in having family agree to provide access to the child.

If a person refuses to disclose the location of a child and the social worker has obtained a court order for access to the child, the social worker may apply to the court for a warrant for the person's arrest.

If the social worker has to move the child to conduct the interview, the social worker must obtain the consent of the child's parent (or the child, if the child has capacity), unless the social worker has taken charge of or removed the child.

Before meeting with the child, the social worker must inform the child's parent, unless the social worker believes that the parent:

- May jeopardize the child's safety;
- May prevent the social worker from seeing the child;
- May leave the community with the child;
- Could influence the child's discussion with the social worker;
- Cannot be located.

When meeting with a child during the course of a child protection investigation, the social worker assesses the child's safety and considers the child's view of the situation, including his or her personal sense of safety and physical and emotional condition.

When meeting with a child during the course of a child protection investigation, the social worker explains to the child:

- The reasons for the meeting;
- How the investigation is likely to proceed;
- What may happen as a result of the investigation.

Aboriginal Support workers in the school setting should be notified of the investigation to support the child at school.

Level 15 Practice Standard 14: Arranging a medical Examination of the Child

In all cases where the social worker has reason to believe that a child may have been physically abused, or seriously neglected, the social worker must arrange for the child to be examined by a medical practitioner. If the social worker has reason to believe that a child may have been sexually abused, the social worker arranges a medical examination, unless there are exceptional circumstances, in which case the social worker consults with the supervisor to determine if a medical examination is necessary.

Social Work Practice:

The social worker arranges a medical examination when the social worker:

- Believes the child may have suffered non-accidental physical harm or injuries,
- Is not satisfied that the parent's explanation of the injury is consistent with the harm the child has suffered;
- Believes the child may have been sexually abused;
- Believes a child's development is likely to be seriously impaired by a treatable condition, and the parent(s) refuses to provide or consent to treatment; or
- Believes the child is being deprived of necessary medical care.

Note: if a child has disclosed inappropriate touching, and the social worker and supervisor are satisfied that that is the extent of the abuse, they may decide the medical examination is too intrusive.

The social worker asks the child's parent (or the child, who has the capacity) to authorize a medical examination of the child. When possible, the examination should be conducted by the child's family physician.

If the social worker is unable to obtain the parent's authorization for a medical examination of the child, the social worker may apply for a court order, or may directly authorize the medical examination. If the social worker has taken charge of or removed the child, the social worker may consent to the provision of necessary health care for the child.

If the child has to be moved for a medical examination during the course of a child protection investigation, the social worker must obtain the consent of the child's parent (or the child, who has capacity), unless the child has been removed or the social worker has taken charge of the child.

Level 15 Practice Standard 15: Seeing and Interviewing the Parent

In all child protection investigations, the social worker must see and interview the parent(s) in person.

Social Work Practice:

During the course of a child protection investigation, the social worker interviews the parent(s) in person in order to determine:

- The nature of the injury or harm to the child;
- The parent's explanation of the incident;
- Any factors to be considered in the immediate safety assessment and the risk assessment;
- The circumstances of the child and the family;
- Who else is living in the household;
- Who else may have relevant knowledge about the situation.

The social worker makes every effort to offer parents support during the investigative process.

This includes ensuring:

- Parents know they can have a support person present,
- If parents cannot identify a support person, parents know the social worker suggest a band or community support person, and
- If parents appear to need support post this interview, social worker makes effort to facilitate a support person's involvement (social worker balances need for support with parent's right to privacy).

The social worker consults with Ktunaxa/Kinbasket Child & Family Services (KKCFS) staff to determine possible support people when parent is unable to identify supports.

Level 15 Practice Standard 16: Assessing the child's need for Immediate Safety

During the course of a child protection investigation, the social worker completes an Immediate Safety Assessment for each child who is the subject of the report as soon as the social worker has sufficient information to do so.

In cases where the child's immediate situation has been assessed as "unsafe", the social worker must develop an immediate Safety Plan.

Social Work Practice:

In order to complete an Immediate Safety Assessment, the social worker:

- Decides whether any safety factors are present;
- Describes the information that supports this assessment;
- Documents any further steps or interventions that may be required.

During the course of a child protection investigation, and in consultation with the supervisor, the social worker makes a decision regarding the child's safety.

In developing an Immediate Safety Plan, the social worker may:

- Provide protective services to the child at home (no court order);
- Apply for a protective intervention order (Section 28, CFCSA);
- Apply for an order to ensure necessary health care (where risk to the child is limited to a medical issue);
- Arrange for the child to stay with family or friends;
- Develop a voluntary care agreement with the parent;
- Apply for a supervision order;
- Remove the child.

The social worker will refer to "The Risk Assessment Model for Child Protection in British Columbia" (pp. 30-34) for the components and format of an Immediate Safety Assessment and Plan.

In assessing a child's immediate safety and in developing an immediate safety plan the social worker will consult with the child's extended family and community. The social worker will share information required to ensure a child is safe. This sharing of information is deemed less disruptive and intrusive, if by sharing such information an immediate safety plan can be developed that does not require a child's admission to care. If a child's safety is imminently at risk the social worker will ensure the child's safety and then consult with family and community.

Level 15 Practice Standard 17: Deciding Whether the Child Needs Protection

In every child protection investigation, the social worker must decide whether the child needs protection.

Social Work Practice:

The social worker carefully examines all the information obtained during the investigation including:

- Statements made by the child;
- Statements made by the alleged abuser;
- Statements made by the child's parent(s);
- Forensic or scientific evidence;
- Physical or medical evidence;
- The personal observations of acts, behavior, and conditions reported by witnesses (including the child's extended family);
- Any records of criminal convictions;
- Supporting evidence (e.g. observations made by third party individuals that corroborate the allegation (e.g. a child crying);
- The opinion of a qualified professional.

The social worker makes every effort to obtain the information needed to complete the child protection investigation.

The social worker will involve extended family and community to obtain information to assist in the social worker's decision of whether a child needs protection. The social worker may share information required to assist in the gathering of information to determine if a child needs protection.

During the course of a child protection investigation, the social worker, in consultation with the supervisor, decides whether the child needs protection.

Refer to Section 13 of the CFCSA that describes when protection is needed (see Level 15, Operational Standard 2).

Level 15 Practice Standard 18: Action When the Child or Parent Cannot be Located

When the child or family cannot be located during the course of a child protection investigation, the social worker makes every reasonable effort to locate the child or family and complete the investigation.

The social worker places an alert on the Community Information System (C.I.S).

Social Work Practice:

When the child or family cannot be located during the course of a child protection investigation, and the social worker has reason to believe that a child may need protection, the social worker continues the investigation by:

- Trying to locate the child or family by contacting anyone who might know their whereabouts (e.g. family members, employers, neighbors, friends);
- Contacting caregivers, community agencies, or service providers in the community;
- Contacting any other person in the community who has contact with the child or family.

If after completing these steps, the social worker still cannot locate the child or family, the social worker initiates an alert on the Community Information System, or directly contacts the local MCF office if the Agency is not on the CIS, and the social worker may also (as appropriate):

- Notify the police and ask for their help in locating the child and family;
- Refer the investigation to the appropriate jurisdiction, if the child or family resides in another community;
- Ask to be notified if the child or family returns to the community (if a referral is made to another jurisdiction);
- Contact MCF to follow up with Motor Vehicle Branch if vehicle license has been identified.

Level 15 Practice Standard 19: Recording and Reporting the Investigation Results

The social worker records the results of the investigation and reports the outcome to:

- 1. The parent apparently entitled to custody;**
- 2. the person who made the report;**
- 3. the child, if the child is capable of understanding the information, unless:**
 - a. reporting the result would cause physical or emotional harm to anyone or endanger the child's safety; or**
 - b. a criminal investigation into the matter is underway or contemplated.**

The social worker protects the identity of the reporter.

Social Work Practice:

The details of the child protection investigation that the social worker must report are limited to:

- the outcome of the investigation;
- the results of the immediate safety assessment;
- what will happen next.

The social worker may report the results of the investigation to other individuals and agencies that are involved with the child, including teachers, the staff at community agencies, and family/ neighbours. This information may only be disclosed when it is necessary to ensure the safety or well being of the child.

The social worker records the investigative process on the MIS system using the Intake Loop Screens.

Level 15 Practice Standard 20: Time Limit for Investigation

The child protection investigation is completed within 30 days of receipt of the report.

Social Work Practice:

If circumstances beyond the social worker control (key persons away, family away, death in family/community) that result not being able to complete the investigation within 30 days of receiving the report, the social worker produces a plan for the completion of the investigation, and has it approved by the supervisor.

Level 15 Practice Standard 21: Taking Charge

The social worker takes charge of a child when it is necessary to provide temporary care in the absence of a parent.

Social Work Practice:

The social worker may take charge for up to:

- 72 hours in the case of an unattended, lost or runaway child (Section 25 & 26 of the CFCSA); or
- 24 hours where the police have taken charge of a child who is in immediate danger (Section 27 of the CFCSA).

When the social worker takes charge of an unattended child, the social worker:

- provides appropriate temporary care, utilizing procedures which are the least disruptive for the child;
- makes arrangements for the provision of necessary health care;
- makes all reasonable efforts to notify the child's parents;
- advises the parent (when the parent is located) that the social worker has taken charge of the child and makes arrangements to return the child to the parent as soon as possible.

If the social worker has to care for an unattended child for more than 72 hours, and the parent does not return or is unwilling or unable to resume care, the social worker makes an immediate safety assessment and decides whether the child needs protection. If so, the social worker, in consultation with the supervisor, makes a decision whether to remove the child, or to use less disruptive measures.

If the police request that a social worker assist in the provision of day-to-day care for a child who has been abducted from a parent with legal custody, the social worker can provide care for up to 72 hours until:

- the parent is able to resume care, or
- the social worker signs a voluntary care agreement with the parent to care for the child until arrangements can be made to return the child to the custodial parent.

The social worker may provide assistance in returning a lost or runaway child without taking charge after assessing the child's needs, and when:

- the child does not need protection;
- the child has capacity and does not need day-to-day care;
- the child is already being cared for by a relative or friend;
- the child agrees with the plan to return home.

If the social worker takes charge of a lost or runaway child, the social worker must:

- take the child to a safe place;
- consult with a supervisor;
- arrange to pay for food, clothing and necessary items;
- authorize necessary health care (when necessary);
- make reasonable efforts to contact the person responsible for the child;
- inform the parent;

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- if the child has been charged under the Young Offender Act, consult with the police and/or a probation officer before making arrangements to return the child to his or her home community;
- make arrangements to return the child.

Level 15 Practice Standard 22: Risk Assessment

The social worker completes a comprehensive risk assessment, including cultural considerations, whenever the social worker has found that a child needs protection, and whenever a social worker receives a third child protection report about a young child within one year.

Social Work Practice:

Note: A young child is defined as a pre-school aged child who is particularly vulnerable due to factors other than age (e.g. medical condition, developmental disability).

The social worker uses the MCFD structured risk assessment process.

To complete a comprehensive risk assessment, the social worker uses the information received from the investigation, and gathers any additional information that is needed.

The social worker considers the age and vulnerability of the child, the likelihood of future abuse or neglect, and the likely severity of harm due to abuse or neglect.

The social worker considers the child's view of the situation, where appropriate.

The social worker completes the risk assessment in consultation with the supervisor.

The social worker shares the result of the comprehensive risk assessment with the family, child and all others who have a role in ensuring the child's safety.

Comment:

KKCFS is considering a strength based assessment tool that incorporates the assessment of risk.

Level 15 Practice Standard 23: Risk Reduction

Once a comprehensive risk assessment has been completed, the social worker develops a risk reduction service plan to reduce the highest risk factors. This is done in consultation with the child, the family, and others who will have a role in the plan.

Social Work Practice:

The social worker uses the MCFD Risk Reduction Planning process and documentation.

To complete the risk reduction service plan, the social worker must:

- identify the risk factors to be addressed;
- describe the measurable outcomes of the plan;
- describe the strategies and services required to achieve the outcomes;
- specify a date for reviewing each strategy.

The social worker involves:

- the family and child, and ensures they understand what is expected of them;
- service providers and others who will have a role in the plan.

If the parent refuses to consent to the disclosure of necessary information, the service providers(s) may be given the necessary information by the social worker, as per section 79 of the CFCSA.

The social worker takes protective measures that are based on the level of risk identified, are adequate to ensure the child's protection, and are the least disruptive to the child.

The social worker may:

- provide protective services to the child at home (no court order);
- apply for a protective intervention order (Section 28, CFCSA);
- apply for an order to ensure necessary health care (where risk to the child is limited to a medical issue);
- arrange for the child to stay with family or friends;
- develop a voluntary care agreement with the parent;
- apply for a supervision order;
- remove the child.

Level 15 Practice Standard 24: Supervision Orders

The social worker ensures all supervision orders include the following terms and conditions:

- 1. That the social worker has direct and private access to the child and the child's home;**
- 2. That the social worker will remove the child if the social worker is denied direct and private access to the terms of the supervision order.**

The social worker advises the court which terms and conditions will result in the child's removal in the case of non-compliance.

Social Work Practice:

The social worker applies to the court for a supervision order with, at a minimum, the terms and conditions mentioned in Level 15, Practice Standard 25.

The social worker ensures that the risk reduction service plan includes the following:

- How and by whom the child will be supervised;
- The frequency of the social worker's contact with the child;
- How the child's safety will be monitored and the results recorded.

The social worker is responsible for ensuring that the terms and conditions of the supervision order are being met, and for taking appropriate steps to protect the child (including removal) when terms and conditions are not being met.

The social worker requests that the wording of the order specify the intent to remove the child if the conditions of the supervision are not met.

Level 15 Practice Standard 25: Removing a child who is Subject to a Supervision Order

The social worker removes a child who is subject to a supervision order if:

- 1. An existing supervision order no longer protects the child;**
- 2. A person breaches the terms or conditions of the order, that places the child at risk;
and**
- 3. The court has ordered the child be removed if a person breaches a term or condition.**

Social Work Practice:

After the social worker removes the child, the social worker must:

- Inform the child as soon as possible after the removal as to why the removal was necessary, and what will happen next;
- Place the child;
- Notify each parent of the removal;
- Prepare a statement of reasons for the removal;
- Involve the child's parent in the child's care;
- Authorize necessary health care (as required) and inform the child's parent accordingly.

When the social worker removes a child, the social worker:

- provides appropriate temporary care, utilizing procedures which are the least disruptive for the child;
- makes arrangements for the provision of necessary health care;
- makes all reasonable efforts to notify the child's parents;
- advises the parent (when the parent is located) that the social worker has taken charge of the child and makes arrangements to return the child to the parent as soon as possible.

Note: Please refer to Provincial Court (CFCSA) Rules and Court Regulations.

Level 15 Practice Standard 26: Reassessing Risk

The social worker completes a comprehensive risk assessment with the supervisor and reviews the risk reduction service plan:

- 1. During regular case reviews (every 4 months)**
- 2. At significant changes or proposed changes in family circumstances or composition;**
- 3. Before transferring or closing a cases;**
- 4. When a third child protection report is received within one year;**
- 5. Before the child returns home;**
- 6. Before the expiration of a supervision order.**

Social Work Practice:

Before returning a child to a family in which abuse has occurred, the social worker:

- Considers whether the previous service goals and target dates have been achieved;
- Makes a further risk assessment to determine if the risk to the child has been reduced;
- Reviews and, if necessary, amends the risk reduction service plan.

Note: This also applies to situations in which there is a plan for the child to return home, but to remain in continuing custody.

The social worker obtains the supervisor's approval of the risk assessment.

Level 15 Practice Standard 27: Where a Child or Family is Missing

If a child who is in care or a child and family with an open Protective Family Services file is missing, lost or runaway, the social worker:

- 1. Places an alert on the CIS; and**
- 2. Makes ongoing reasonable efforts to locate the child or family.**

Social Work Practice:

When a child or family with an open protective family service file is missing, the social worker:

- Places an alert on the CIS;
- Tries to locate the child or family by contacting anyone who might know their whereabouts (for example, family members, employers, neighbors, friends);
- If the child or family is found in another jurisdiction, asks the nearest MCF district office or Agency with delegated child protection social workers to immediately assess the child's safety, prepares the file for transfer;
- Re-assesses the child's risk and reviews the service plan with the relevant service providers; and
- If the child and family have re-located to another region, reviews the case for transfer.

Level 15 Practice Standard 28: Transferring a Family Service Case

Before transferring a family service case, the social worker completes a service plan review, obtains the supervisors approval, and reaches an agreement with the receiving staff about:

- 1. The need for the transfer;**
- 2. The timing of the transfer;**
- 3. The process for the transfer.**

Social Work Practice:

To transfer an open family service case, the social worker:

- Has the Ktunaxa/Kinbasket Child & Family Services supervisor approve the transfer, and contacts the supervisor of the receiving office to discuss the transfer;
- Involves the family as much as possible in the transfer (where this is a planned move) and at a minimum, tells them the name and the contact information of the new worker;
- Reviews the service plan before transferring the case, unless this has been done within the previous two months and there have been no significant changes in the family's circumstances.
- Completes the file transfer recording, summarizing the service plan;
- Notifies other agencies involved in the case about the transfer, and the name and contact information of the new worker.

A risk assessment is not required if the file has no protection issues and is instead a file opened as a result of a request for services.

Upon receipt of the case file, the receiving supervisor reviews the file and assigns a social worker as soon as possible.

To transfer the case file of a child in care, the social worker:

- Ensures that the transfer recording is completed in a timely manner and that it includes a current plan of care for the child;
- Meets with the child (who has capacity), explains how the transfer will affect him or her, and provides the child with the name of the new social worker, as well as other relevant information.

The receiving social worker arranges a meeting with the child in care and the child's caregiver as soon as possible.

To transfer the case file of a child in care to another province, the social worker consults the Inter-provincial/Territorial Protocol on Children Moving Between Provinces/Territories, available from MCF (see Appendix I)

Refer to KKCFS – MCFD Protocol when transfer involves both KKCFS and MCFD

Level 15 Practice Standard 29: Closing a Family Service Case

Before closing a family service case, the social worker:

- 1. Obtains the Agency supervisors approval;**
- 2. Reviews the risk reduction service plan;**
- 3. Meets with the child and family to discuss the closure of the file;**
- 4. Notifies service providers that the file will be closed.**

A risk assessment is not required if the file has no protection issues and is instead a file opened as a result of a request for services.

Social Work Practice:

The social worker relies on the service plan review that was done within the previous two months, unless there have been significant changes in the family's circumstances.

A risk assessment is not required if the file has no protection issues and is instead a file opened as a result of a request for services.

Where the service provided was a "take care", the social worker records a brief summary of the reasons for taking care.

A file is closed when:

- no children in home under age of 19;
- child no longer needs protection;
- family no longer needs protective or voluntary services.

When a file is closed the family will be notified. At the time of notification the family must be told that they may request access to view their file.

Level 15 Practice Standard 30: Investigating Allegations of Abuse in Family Care Homes (KKCFS's term Kinship Care)

The social worker follows the protocol between the MCF and the B.C. Federation of Foster Parents Association with respect to the investigation of allegations of abuse in family care homes, when conducting an investigation involving a family care home.

Social Work Practice:

Until such a time as the Ktunaxa/Kinbasket Child & Family Services (KKCFS) develops a protocol with the contracted family care resource providers, the social worker follows the steps outlined in the protocol between the Ministry for Children and Families and the B.C. Federation of Foster Parents Association when responding to allegations of abuse in a family care home.

The KKCFS social worker consults with MCF social workers if there are any questions regarding the interpretation of the protocol with the BCFFPA.

See Appendix K for a copy of this protocol.

Foster or Kinship Care parents can access support through this process.

Foster or Kinship Care parents must be informed of how to safeguard and protect themselves from allegations of abuse, in their training.

KKCFS will use MCFD's most recent protocol for Investigation of Allegations of Abuse in Family Care (Ktunaxa's term Kinship Care) homes.