

Child Protection Act R.S.P.E.I. 1988, Cap. C-5.1	Program	Child Protection	
	Subject	Delegation Authority	Policy # 1.2
Effective Date: July 5, 2010		Authorized by: Carol Anne Duffy	
Revised Date: July 18, 2013		Deputy Minister	

1.0 PURPOSE

- 1.1 The Director of Child Protection has authorized powers and duties pursuant to the *Child Protection Act* and may delegate the powers to provide Child Protection Services and the ability to exercise specific powers and duties of the Director in accordance with this *Act*.

2.0 POLICY STATEMENT

- 2.1 When a Child Protection Social Worker has been delegated to act as an agent of the Director of Child Protection, the Child Protection Social Worker carries the same responsibility as the Director.
- 2.2 All new Child Protection Social Workers must be provided with a thorough orientation to the philosophy and practice in the delivery of Child Protection Services.
- 2.3 Immediately upon employment as a Child Protection Social Worker pursuant to the *Child Protection Act*, the Child Protection Supervisor will make a direct request to the Director of Child Protection with a copy to the Provincial Coordinator of Child Protection Services, for partial delegation of the Child Protection Social Worker. The Child Protection Social Worker will be delegated to receive, assess, and investigate Child Protection Reports, and provide specific Child Protection Services. The Child Protection Social Worker will have no authority to enter into legal agreements or to sign documents on behalf of the Director of Child Protection until fully delegated.
- 2.4 A Child Protection Social Worker will be fully delegated as an agent of the Director of Child Protection upon:
- successful completion of a prerequisite Worker Training program;
 - demonstration through practice and evaluation of practice, the level of competency, knowledge, and skill required to meet service objectives and expectations;

- recommendation of the supervisor and Provincial Coordinator of Child Protection Services and authorization of the Director of Child Protection; and,
- The Child Protection Supervisor is responsible for the ongoing review and monitoring of the Child Protection Social Worker's understanding and practice of the authority and responsibilities conferred upon them as an agent of the Director of Child Protection.

2.5 The Child Protection Social Worker will complete specific training to develop and enhance the specialized skill sets required in the practice of child protection services.

2.6 The Child Protection Social Worker must, with the guidance and support of their immediate supervisor, demonstrate the knowledge and skill level necessary to deliver child protection services.

2.7 The Child Protection Social Worker must complete the required documentation and accompanying case work documentation which is then reviewed through a consultation process with their supervisor.

2.8 When the supervisor is satisfied that the Child Protection Social Worker has met all of the delegation standards:

- required competencies to perform delegated responsibilities,
- demonstration of these competencies over time, and has
- successfully completed all required training, self-evaluation and documentation; then,

the supervisor will make a recommendation to the Provincial Coordinator of Child Protection Services. If the Provincial Coordinator of Child Protection Services is in agreement, the recommendation is forwarded to the Director of Child Protection.

2.9 The Director of Child Protection, upon receipt of the recommendation and review of casework materials, schedules an interview with the supervisor and the Child Protection Social Worker to further assess the Child Protection Social Worker's preparedness and ability to act as an agent of the Director of Child Protection.

2.10 If there is need for further Child Protection Social Worker development or practice, the Director of Child Protection may delay delegation and recommend a course of action.

2.11 The Director of Child Protection, upon evidence that the Child Protection Social Worker meets all delegation requirements, delegates the Child Protection Social Worker the authority and responsibility for specific functions under the *Child Protection Act*. These delegated authorities are outlined in the Delegation of Powers and Duties: Child Protection Social Worker document and signed by the Child Protection Social Worker,

the Child Protection Supervisor and the Director of Child Protection. The Child Protection Social Worker will return the original signed document to the Director of Child Protection and keep a copy for their records.

2.12 The Director of Child Protection prepares the Delegation Certificate and sends to the Child Protection Social Worker and a copy is maintained in the office of the Director of Child Protection.

2.13 Child Protection Supervisors have the following responsibility for the delegation process:

- To provide the Child Protection Social Worker with a thorough orientation to the practice requirements for Child Protection Service delivery and the necessary mentoring and training opportunities
- To assess and evaluate the Child Protection Social Worker's competency, knowledge, and ability to meet service objectives and expectations
- To determine if the Child Protection Social Worker has met all the requirements for delegation
- To make a recommendation to the Provincial Coordinator of Child Protection Services for the delegation of a Child Protection Social Worker
- To make a recommendation to the Provincial Coordinator of Child Protection Services for the suspension or termination of a Child Protection Social Worker's delegation as necessary to address performance concerns with respect to delegated duties
- To make a recommendation to the Provincial Coordinator of Child Protection Services for the suspension of a Child Protection Social Worker's delegation for extended leave greater than three (3) months
- To notify the Director of Child Protection, and copy the Provincial Coordinator of Child Protection Services, upon the termination of employment of a delegated Child Protection Social Worker which will result in automatic termination of delegation
- To reassess a Child Protection Social Worker's delegation following suspension and to make a recommendation to the Provincial Coordinator of Child Protection Services
- To appoint an Acting Supervisor when the delegated Supervisor is absent

2.14 The Provincial Coordinator of Child Protection Services has the following responsibility for the delegation process:

- To make a recommendation to the Director of Child Protection for Child Protection Supervisors and Child Protection Social Workers for delegation
- To make a recommendation to the Director of Child Protection for the suspension or termination of a Child Protection Supervisor or Child Protection Social Worker delegation, as necessary, to address performance concerns with respect to delegated duties
- To make a recommendation to the Director of Child Protection for the suspension of a Child Protection Social Worker's delegation for extended leave greater than three (3) months
- To review the Child Protection Supervisor's recommendation for reinstatement of a Child Protection Social Worker's delegation following suspension and to make a recommendation to the Director of Child Protection
- To appoint an Acting Provincial Coordinator of Child Protection Services whenever the delegated Provincial Coordinator of Child Protection Services is absent

2.15 The Director of Child Protection has the following responsibility for the delegation process:

- To receive a recommendation for a Child Protection Social Worker and a Child Protection Supervisor delegation and determine delegation
- To suspend or terminate delegation, in part or in whole, at any time, through written notification to the delegated agent with a copy to the Child Protection Supervisor and the Provincial Coordinator of Child Protection Services
- To provide written documentation of delegation decisions outlining the powers and duties and effective dates and to forward a copy to the Provincial Coordinator of Child Protection Services. The Provincial Coordinator of Child Protection Services will complete the necessary documentation for payroll purposes and forward to the Divisional Director.

2.16 The Child Protection Social Worker's Employee Identification Card will be reissued to indicate the level of delegation, e.g. Child Protection Social Worker, Child Protection Supervisor, or Provincial Coordinator of Child Protection level, as an agent of the Director of Child Protection.

2.17 Child Protection Social Workers will not be eligible for a delegation allowance until they become fully delegated agents of the Director of Child Protection.

HISTORY:

February 1, 2013 - Editorial and format changes

July 18, 2013 - Editorial and format changes