

<i>Child Protection Act R.S.P.E.I. 1988, Cap. C-5.1</i>	<b>Program</b>	<b>Child Protection</b>	
	<b>Subject</b>	<b>Documentation</b>	<b>Policy # 1.3</b>
<b>Effective Date: July 5, 2010</b>		<b>Authorized by: Carol Anne Duffy</b>	
<b>Revised Date: July 18, 2013</b>		<b>Deputy Minister</b>	

## **1.0 PURPOSE**

- 1.1 The Director of Child Protection is responsible to keep records of all information obtained pursuant to the *Child Protection Act*. This information will be recorded on the client file.

## **2.0 POLICY STATEMENT**

- 2.1 Child Protection staff must document all client related information obtained in the performance of child protection duties.
- 2.2 Documentation of client related information must be timely, accurate and concise.
- 2.3 Client related information must be documented at the time of the event or shortly thereafter.
- 2.4 All client related documentation, including rough notes, must be stored on the client file electronically and / or hardcopy.
- 2.5 Maintaining confidentiality of client related information is the responsibility of all Child Protection Services staff.
- 2.6 Client related documentation must be kept secure at all times. Child Protection files will be retained for one hundred (100) years.
- 2.7 All client related information obtained by the Director of Child Protection may be shared only as authorized by the *Child Protection Act* and the *Freedom of Information and Protection of Privacy Act*.
- 2.8 Child Protection Supervisors must provide orientation and training to Child Protection Social Workers regarding legal requirements for documentation of client related information consistent with the guidelines of Best Practice in Case Documentation.

- 2.9 Child Protection Supervisors will monitor and evaluate Child Protection Social Worker's documentation to ensure that all documentation meets standards. In the event that documentation standards are not met, Child Protection Supervisors will work with the Child Protection Social Worker to identify areas requiring improvement and further training required to meet standards. If non-compliance with documentation standards continues, the Child Protection Supervisor will formally address as a performance and / or discipline issue.
- 2.10 Child Protection Supervisors will be held to the same compliance with documentation standards as Child Protection Social Workers.
- 2.11 Child Protection Social Workers will document all client related information consistent with the guidelines of Best Practice in Case Documentation and be in compliance with documentation standards.
- 2.12 In the event that a Child Protection Social Worker identifies an inability to comply with documentation standards, notification to the Child Protection Supervisor is required and a plan developed to meet the standards.

### **3.0 REFERENCES**

Best Practice in Case Documentation  
*Freedom of Information and Protection of Privacy Act*

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#### **HISTORY:**

February 1, 2013 - Editorial and format changes  
July 18, 2013 - Editorial and format changes