

Child Protection Act R.S.P.E.I 1988, Cap. C-5.1	Program	Child Protection	
	Subject	Intake	Policy # 1.5
Effective Date: July 5, 2010 Revised Date: May 25, 2016		Authorized by: Deputy Minister, Teresa Hennebery	

1.0 PURPOSE

- 1.1 Intake is the point of entry for all Child Protection Services and is critical in the protection of vulnerable children.

2.0 POLICY STATEMENT

- 2.1 Children who are alleged to be in need of protection shall be given the highest priority of service. Timely, thorough, consistent and well documented information is critical for the assessment of risk to children.
- 2.2 All reports to Child Protection Services regarding suspected or known child abuse will be received by a Child Protection Social Worker and recorded on the Child Protection Report Record.
- 2.3 The Report Source will be advised their identity is protected under the *Child Protection Act*.
- 2.4 All relevant information from the Report Source, collaterals and child protection records will be thoroughly reviewed and assessed to make a decision on whether a child protection investigation is required and for determination of the response time.
- 2.5 The Child Protection Report Record will be completed in its entirety on the same day as the information is reported, except when waiting to receive information from collateral sources necessary to complete the Child Protection Report Record.
- 2.6 All Child Protection Report Records will be reviewed and signed by a Child Protection Supervisor.
- 2.7 Child Protection Reports assessed to require investigation will be forwarded to the Child Protection Supervisor for the geographic area in which the child lives and an investigation will commence.

- 2.8 Child Protection Reports assessed to not require investigation will be recorded on the Integrated Service Management (ISM) system. A hard copy will be included in the client file only if the service is currently open.

Receipt of Child Protection Report

- 2.9 The Child Protection Social Worker will introduce themselves and identify their role.
- 2.10 The Child Protection Social Worker will record time and date of contact.
- 2.11 The Child Protection Social Worker will obtain reporter's name (referred to as Report Source), if agreeable, phone number and relationship to child. The Child Protection Social Worker will explain to the Report Source the purpose in requesting their name is for future information gathering and clarification, if needed, and if the Report Source is agreeable to future contact. The Report Source will be advised that their identity in making this report will be protected under the *Child Protection Act*.
- 2.12 The Child Protection Social Worker will obtain as much detail as possible about:
- The child or children for whom the Report Source is concerned or other children in the home or situation, including: name, sex, gender, age, address, current whereabouts, present medical and/or emotional condition, cultural considerations, ethnicity/religion, Aboriginal, interpreter required, school/daycare attended, language spoken, etc.
 - The child's family, including: parent (s)/care giver's name, address, phone number, primary care giver, subject of report, awareness of report, relationship to child, whereabouts, workplace; parental awareness/admission/reaction to the situation; community/cultural considerations, other children in the family not subject of the report, names, age, sex, gender, address, phone number.
 - The subject of the allegation(s) and relationship to the child; known risk factors such as hostile individuals, dogs, drugs, firearms, current whereabouts and access to children.
 - The circumstances or situations that prompted the report, including: the reasons for the report; the sources of the reporter's information (witnessed, told, heard), details of the incident or concern (what happened, where, when, who was involved, why the Report Source is concerned), has Report Source taken any action, is the Report Source aware of other incidents, is the child/family aware of the report.
 - Other witnesses or sources of information, including who else knows of the reporter's concerns, who else may have observed the child's condition/other incidents, who else knows the family well, professional/agencies involved.

- Further household members including non-family members' name, relationship to the child, contact number, as well as significant family members who are not members of the child's household.
- Thank the Report Source for calling. Encourage the Report Source to make further contact if there is additional information or concerns and provide the Emergency After Hours Child Protection Services telephone number. No information can be provided to the Report Source, at this time, as to whether the matter will be investigated.

Completion of Child Protection Report

2.13 Following receipt of the report, the Child Protection Social Worker will :

- Conduct a Child Protection Services record check;
- Conduct an Alert check; and,
- Determine if this is the third consecutive non-investigated Child Protection Report in one year for a preschool age child or a home schooled child.

2.14 All reports concerning children where there were recently closed Child Protection Services will be assessed by the Intake Child Protection Social Worker. The Intake Child Protection Social Worker may consult with previous Preferred Workers for information gathering prior to completing the eligibility spectrum.

2.15 When a Child Protection Report Record is recorded by a Child Protection Social Worker outside the Provincial Intake Assessment Unit, the Child Protection Social Worker recording the report will complete only Section 1 and provide the Child Protection Report Record to the Provincial Intake Assessment Unit and confirm receipt. The Provincial Intake Assessment Social Workers are responsible for completing sections 3 and 5 of the Child Protection Report Record.

2.16 If there is an open Child Protection Service, the eligibility spectrum is to be completed by the Preferred Worker identified in ISM. The Child Protection Social Worker recording the Child Protection Report Record shall provide the report to the Preferred Worker, their Child Protection Supervisor and Administrative Assistant and confirm receipt.

2.17 Upon completion of the eligibility spectrum, the Child Protection Social Worker makes recommendations for priority of response:___

- | | |
|-------------|------------------------|
| Priority 1: | Immediately |
| Priority 2: | Within 1 business day |
| Priority 3: | Within 3 business days |

Priority 4: Within 7 business days

Non-Investigated: Closed following assessment or remain open for assessment to include unborn baby or third party assault

2.17 All Child Protection Reports will be provided to the Child Protection Supervisor for final review and decision making:

- Priority 1 and Priority 2 response recommendations will be reviewed immediately
- Priority 3 response recommendations will be reviewed same day
- Priority 4 response recommendations will be reviewed within 1 business day
- Non-investigated recommendations (NIRs) will be reviewed within three (3) business days

2.18 Once the Intake Child Protection Supervisor has reviewed and approved a child protection report as requiring investigation, it is their responsibility to ensure that the report is sent immediately to the appropriate Child Protection Supervisor for assignment and confirm receipt.

2.19 If, following an assessment of a child protection report, the Child Protection Supervisor determines the report does not meet the eligibility criteria for investigation, the report will be signed by the Child Protection Supervisor within three (3) days, recorded on ISM. A hard copy will be included in the client file only if the service is currently open.

2.20 For Child Protection Reports received on After Hours Emergency Child Protection Service, refer to the After Hours Emergency Child Protection Service policy for assessment and decision-making procedures.

3.0 REFERENCE

After Hours Emergency Child Protection Services 1.11
Child Protection Investigations 1.6

HISTORY:

April 1, 2012 - Editorial and format changes

July 18, 2013 - Editorial and format changes

May 25, 2016 - Editorial and format changes; added “gender” to 2.12; added an additional category of priority of response to a Child Protection Report and indicated procedures for Non-Investigated Reports; added two additional categories of review by Child Protection Supervisor, Priority 4 and Non-Investigated Reports; revised timelines for response and review.