

<i>Child Protection Act R.S.P.E.I. 1988, Cap. C-5.1</i>	Program	Children in Care	
	Subject	Authorization for Out of Province Travel	Policy # 2.2
Effective Date: July 5, 2010		Authorized by: Carol Anne Duffy	
Revised Date: August 27, 2013		Deputy Minister	

1.0 PURPOSE

- 1.1 Children in care of the Director of Child Protection must have written approval to travel out of the province.

2.0 POLICY STATEMENT

- 2.1 Children in care cannot travel outside the province without the knowledge of the Child Protection Social Worker and the written approval of the Child Protection Supervisor.
- 2.2 Children in care cannot travel outside of Canada without the knowledge of the Child Protection Social Worker, Child Protection Supervisor, Provincial Coordinator of Child Protection Services and a notarized letter from the Director of Child Protection. In addition, the child will require a valid Passport and out of country travel insurance.
- 2.3 Delegated Child Protection Social Workers are required to exercise due diligence to ensure appropriate levels of safety and supervision for children in care are provided during all out of province travel.
- 2.4 A planned approach for children in care traveling out of province is essential to ensure all travel details are known and required documentation is provided.
- 2.5 All requests for out of province travel for children in care must be directed to the Child Protection Social Worker as soon as the need for travel is known.
- 2.6 The Child Protection Social Worker will discuss the request for travel with the child, as age appropriate, and the child's caregiver to determine the reason for travel, dates and place of travel, means of travel, supervision and safety requirements, contact information, costs and other considerations specific to the child's needs.

- 2.7 The Child Protection Social Worker will make contact with the person designated to be responsible for the child during travel to discuss the travel arrangements, circumstances specific to the child, level of supervision required and assess the person's suitability for assuming responsibility for the child.
- 2.8 The person designated to be responsible for the child during travel must provide a Criminal Record Check and proof of a valid driver's license if traveling by vehicle. A Child Protection Record Check must be completed to determine if the person is of known risk to potentially cause harm to the child. The Director of Child Protection does not require consent to complete a Child Protection Record Check of provincial Child Protection files for this purpose, however, consent to a Child Protection Record Check is required for all other jurisdictions.
- 2.9 In the event the child will be staying overnight at a private residence without the designated person responsible for the child present, a Criminal Record Check and a Child Protection Record Check is required for all adults residing in the private residence.
- 2.10 The Child Protection Social Worker will discuss the travel request with the child's parent if the child is in the temporary custody and guardianship of the Director of Child Protection.
- 2.11 The Child Protection Social Worker will discuss the request for travel with the child's Probation Officer if the child has a Probation Order.
- 2.12 In situations where a child in care is traveling out of province without a person designated to be responsible for the child, prior to being approved by the Child Protection Supervisor, the Child Protection Supervisor will consult with the Provincial Coordinator of Child Protection Services and the Director of Child Protection to determine the contact required with the receiving jurisdiction regarding the child's visit pursuant to the Provincial / Territorial Protocol on Children and Families Moving Between Provinces and Territories.

While there is no out-of-country protocol, the Director of Child Protection has the discretion to contact any country to advise of the child's travel and available support services.

- 2.13 The Child Protection Social Worker will prepare the Out of Province Travel letter for the Child Protection Supervisor's signature. The letter will contain information regarding the child's identity and legal status, Child Protection Social Worker's name, reason for travel, dates and place of travel, designated person responsible for the child and emergency contact information.

For out of country travel, the Child Protection Social Worker will provide the Director of Child Protection with the information to be contained in the notarized letter.

- 2.14 The original signed letter will be given to the person designated to be responsible for the child, or directly to the child if traveling alone, and a copy will be placed in the child's file. The Child Protection Social Worker will ensure a copy of the letter is included in the After Hours Emergency Child Protection Service kit prior to the child's travel date.

After Hours Emergency Child Protection Service

- 2.15 For decisions requiring immediate response prior to the next business day, the After Hours Emergency Child Protection Social Worker will gather the required information and prepare the Out of Province Travel letter. The After Hours Emergency Child Protection Social Worker will contact the Director of Child Protection for consultation and decision-making. If the Director of Child Protection approves the travel, the After Hours Emergency Child Protection Social Worker will sign the Out of Province Travel letter. The original signed letter will be provided to the designated person responsible for the child, or directly to the child if the child is traveling alone. The next business day, the After Hours Emergency Child Protection Social Worker will provide a copy of the Out of Province Travel letter to the child's Social Worker for inclusion in the child's file.
- 2.16 Employees of Child & Family Services traveling out of province with a child in care must submit an Out of Province Travel Authorization and Expense Claim for approval in advance of the travel. In emergency situations, prior verbal approval by the Director of Child & Family Services is required with the completed Out of Province Travel Authorization and Expense Claim to follow.

3.0 REFERENCES

After Hours Emergency Child Protection Service 1.11

HISTORY:

April 1, 2012 - Editorial and format changes
August 27, 2013 - Editorial and format changes