



ANCR Program and Service Delivery Policy

Place of Safety	Policy Category/Number	PSD2
Responsible Authority: Associate Executive Director of Service	Date Approved	September 5, 2012
	Applicable to	Service Delivery Staff
	Created by	Associate Executive Director of Service
PROGRAM AND SERVICE DELIVERY	Date Reviewed	Original
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1.0 Policy Statement

The Child and Family Services Act declares that children and families have the right to the least interference with their affairs to the extent compatible with the best interests of children and the responsibilities of society. In the application of this principle ANCR utilizes Places of Safety where it is appropriate and in the child's best interest.

2.0 Legislative Base

The Child and Family Services Act states that the best interest of the child shall be the paramount consideration of the agency in all proceedings under this Act affecting a child, other than proceedings to determine whether a child is in need of protection, and in determining the best interests of the child all relevant matters shall be considered, including:

- Families and children have the right to the least interference with their affairs to the extent compatible with the best interests of children and the responsibilities of society,
- Children have a right to a continuous family environment in which they can flourish.
- Families are entitled to services which respect their cultural and linguistic heritage.

3.0 Child and Family Services Standards

In accordance with the CFS Standard 1.4.2 - Place of Safety, the Child and Family All Nations Coordinated Response Network (ANCR) is authorized to designate and use residences of relatives or friends of the child or his/her family as a place of safety.

4.0 Policy

- 4.1 All places of safety used by ANCR are to be designated and authorized by the supervisor and the Executive Director, or Director delegated to act on their behalf.
- 4.2 Specific residences must be individually designated for use as a place of safety by issuing a Notice of Agreement to Provide Placement as soon as possible following placement.
- 4.3 The use of a family residence is based on the best interest of the child.
- 4.4 Placement in a family residence is not to exceed two weeks unless the family applies to provide care as an approved foster home.
- 4.5 The placement of any child into a non-licensed family residence as a place of safety must in all cases be approved at the supervisor level. Where potential safety or risk concerns have been



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Identified through required checks, Program Director approval is required. The placement requires the prior approval of the Executive Director or designate if:

- Any adult in the home has an extensive prior child welfare history.
 - Any adult in the home has a criminal risk assessment with a high designation.
- 4.6 Prior contact checks, Child Abuse Registry Checks and Criminal Record (vulnerable sector) Checks must be conducted on all adults who reside in the home.
- 4.7 The physical environment of the home must be adequate to meet the needs of the child(ren) as per the *Children's Foster Home Provincial Requirements Check List*.

Procedures

In addition to the procedures outlined in the CFS standards manual (1.4.2) the following procedures apply:

Identifying Potential Place of Safety

1. ANCR worker apprehends the child(ren) and determines that a Place of Safety is in the child(ren)'s best interest.
2. Parent and/or child are asked to identify potential Places of Safety and informed that the recommendations must meet requirements before being supported by ANCR.
3. Identifying and contact information is gathered for all individuals residing within the home recommended for a Place of Safety.

Assessment of a Potential Place of Safety

1. ANCR worker completes the Place of Safety package with the applicants and submits it to their supervisor for review and approval prior to or at the time of placement.
2. Prior contact checks, criminal risk assessments and Child Abuse registry checks must be completed on all adults in the home before any child is placed. The CFS Standards allow that, in emergency circumstances a place of safety may be used with checks to follow within 2 days of placement. An emergency use of a placement without prior checks in place requires supervisor approval and documentation in the Intake Module.
3. If any of the checks come back positive and the worker still sees merit in proceeding to designate the home as a Place of Safety, the circumstances of the record will be discussed with ANCR supervisor (and the place of safety applicants if necessary). Details and results of these conversations will be documented and retained on the Intake Module.
4. In a situation where one of the adults in the home has a criminal risk assessment designated as high risk: A Place of Safety may not be designated nor a child placed without the prior approval of the Executive Director or Director delegated to act on their behalf.
5. Worker completes POS package which is forwarded to the supervisor and program director for authorizing signatures.
6. ANCR worker places the child/ren in the Place of Safety family residence and provides Place of Safety family with the *Notice of Agreement to Provide Placement*.

Contact Following Approval of a Place of Safety

1. The worker will visit the home within 2 working days of designating a place of safety (CFS Standards Manual 1.4.2 (6)).
2. The worker continues to maintain contact as required under ANCR's Contact Policy and the Provincial CFS Standards.

Administrative Follow Up for a Place of Safety

1. Place of Safety package is forwarded to the ANCR worker's assigned administrative assistant.
2. Administrative assistant opens an FCM file and a Child in Care file on CFSIS and enters the placement as a Place of Safety.



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3. The administrative assistant prepares a *Place of Safety memo* to be signed by the supervisor, prepares a *greens transmittal* and forwards to finance to initiate payments.
4. The administrative assistant creates a hard copy FCM file for the place of safety package and copies of the green transmittals regarding placement and payment. These files are reviewed for completeness by the Senior Administrative Assistant and tracked on an electronic spreadsheet.
5. Information pertaining to the approved Place of Safety will be documented in the FCM file on CFSIS.
6. If the POS file is still open after 14 days, the foster care application process must begin in accordance with standards.
7. If the Child in Care file is **closed** by ANCR, the FCM file must also be closed on CFSIS. The administrative assistant prepares a *greens transmittal* and forwards it to the finance department to issue final payment.
8. If the Child in Care file is **transferred** to an on-going service provider agency, the hard copy FCM file information is also transmitted. Acceptance of the family file (including Child in Care file and the POS) are confirmed in writing by the receiving agency.

Policy Approved by:

Date:

Sept 5/12