

## PLACEMENT: PLACEMENT PROCEDURES

---

**Policy no.:** 3.7

**Effective Date:** March 2007

**Date Revised:** March 31, 2014, March 28, 2018

**Policy Cross References:** Placement: Consulting and Informing a Child or Youth; Placement: Sharing of Information Relevant to the Care of a Child or Youth; Financial Services: Children's Special Allowances; Financial Services for Children and Youth in Care and Custody; Financial Services: Foster Home Rates; Health Services; Medical Consent; Removal of a Child with a Warrant; Removal of a Child with a Telewarrant; Removal of a Child without a Warrant.

**Legislative References:**

---

**PURPOSE:** To outline the procedures to be followed when placing a child or youth in a foster home or other residential placement.

### **POLICY:**

1. A social worker shall meet with the child or youth in the care or custody of a manager **on the day** of placement and again **within seven (7) days** after the removal of a child or youth or when a child or youth transitions to a new placement.
2. A social worker shall ensure that a child or youth who enters the care or custody of a manager is medically examined **within three (3) days** of placement after a removal of a child or youth.
3. A social worker shall ensure that a child or youth is medically examined **immediately** where the child or youth has a physical injury, has an apparent medical condition or there is evidence that a child or youth has been physically or sexually abused.
4. The social worker shall provide a foster parent(s) or residential care provider with information relevant to the child or youth's care as outlined in the ***Placement: Sharing of Information Relevant to the Care of a Child or Youth*** policy.
5. The social worker shall ensure that a child's or youth's personal belongings accompany the child or youth during his or her initial placement following a removal and/or when a child or youth transitions to a new placement.

### **PROCEDURES:**

1. A social worker shall meet with the child or youth on the **day of placement** and again **within seven (7) days** of placement regardless if it is after a removal or after

a transition to a new placement. A social worker shall talk to the child or youth, where age and developmentally appropriate, about the reasons for placement and provide information about the plan for their care. Please refer to the ***Placement: Consulting and Informing a Child or Youth*** policy for further information.

2. A social worker shall provide the child or youth (where age and developmentally appropriate) with information about the role of the Office of the Child and Youth Advocate as well as their contact information. This information shall be provided on the day of placement or during the visit that occurs within 7 days of placement.
3. Where a child has been removed, a placement medical shall be completed as soon as possible and **within three (3) days** of placement. The *Placement Medical for Children and Youth Entering Care* form should be used, however a note may also be provided by the doctor advising of the outcome of the medical or where a child is placed from the hospital, the discharge summary may replace the placement medical.
4. Where a child or youth has a physical injury, an apparent medical condition or there is evidence that the child or youth has been physically or sexually abused, a social worker shall ensure the child or youth is medically examined **immediately**. Should medical treatment be recommended by a qualified health practitioner, please refer to the ***Consents: Medical Consent*** policy for information related to providing consent for treatment.
5. At the time of a placement, the social worker shall complete the *Placement Card* and provide this to the foster parent or residential care provider. Please refer to the ***Placement: Sharing of Information Relevant to the Care of a Child or Youth*** policy for further information regarding additional information that shall be provided.
6. An application for the *Children's Special Allowances* shall be completed within **three (3) days** of the child or youth entering care. Please refer to the **Financial Services: Children's Special Allowances** policy for further direction.
7. A social worker shall make an application for prescription drug coverage for a child or youth in care or custody. Please refer to the ***Health Services for the Child or Youth*** policy for further information.
8. A social worker shall ensure that the child's or youth's belongings accompany the child or youth when they are being placed after a removal or if the child or youth is transitioning to a new placement. The social worker shall consult with the child or youth where age and developmentally appropriate, the parents, the foster parents and/residential care provider to identify the belongings that should accompany the child or youth and develop a plan to ensure items are delivered. Please refer to ***Removal of a Child With a Warrant, Removal of a Child With a Telewarrant, and Removal of a Child Without a Warrant*** policies for further information on obtaining a child or youth's belongings during a removal.
9. A social worker shall arrange for the foster parent(s) to receive the foster care basic rate, block funding and if applicable, the appropriate level fee, the placement allowance

and placement clothing allowance, and shall assess whether any other supports are required by the child or youth or placement resource. Please refer to the *Financial Services for the Child or Youth* policy for information regarding other supports available for children or youth in care or custody.

### **EXCEPTIONS:**

1. If, in exceptional circumstances, a child's or youth's personal belongings cannot accompany the child or youth during a removal or when the child or youth is transitioning to a new placement (e.g. there is an immediate risk to the child or youth or the item is large and cannot be transported immediately), the child's or youth's belongings should be transported as soon as possible and no later than 7 days following the placement.

### **RELEVANT DOCUMENTS:**

- *Placement Card*
- *Placement Medical for Children and Youth Entering Care*
- *Pamphlet(s) from the Office of the Child and Youth Advocate*