

Access Plan

The Child Protection Worker, in consultation with the Supervisor, will develop an Access Plan within the first two (2) weeks of a child being placed in care by way of plan of care agreement, temporary custody order or permanent custody order.

REFERENCE

NWT Child and Family Services Act, section 38(2)
Department of Health and Social Services Policy

PURPOSE

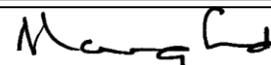
- To support parents in enhancing their parenting skills and addressing child protection concerns.
- To identify the details of access including the type, locations and timelines of visits between the child and family or other significant people in their lives.

PROCEDURE

1. Facilitate supervision of all visits during the first two (2) weeks of a child entering care and document visit details via the *Supervised Visit Observation form*.
2.
 - a) After two (2) weeks, complete the *Summary and Evaluation of Visits form*. Based on the information gathered, consult with the Supervisor and parent(s) to develop an Access Plan. Document via the *Access Plan form* and the *Access Plan for Parents form*. Place the original Access Plan and a signed copy of the Parents form on file.
 - b) Consider the following when determining the nature of access between a child and their family or other significant people in their lives to create the Access Plan:
 - i. Appointments the **parent(s) and/or guardian(s)** may have, particularly as they relate to services outlined in the family's Case Plan.
 - ii. The routine, schedule and/or any special events in the **child's** life to inform the visitation schedule.
 - iii. The **Foster parent(s)/residential facility staff's** input and availability to support visits, i.e. hours of work, activities scheduled...etc. Encourage the foster parent(s)/residential facility staff to be involved in the child's access with their family or other significant people wherever possible.

Effective Date:
 April 1, 2015

Director of Child and Family Services



- iv. Assess the need for the development of a **Guidance and Education Plan** to support parents in developing parenting skills and changing behaviours as outlined in the *Guidance and Education Plan during Visits form*.
 - v. **Location:** Consider whether the visits can occur in the parental home, a relative's home or a treatment facility, before considering a community location or at the Authority.
 - vi. **Supervision:** Decide in consultation with the Supervisor, whether on-going supervision of the visits is required to ensure the safety and well-being of a child. If supervised access continues to be required, continue to document the visits using the *Supervised Visit Observation form*. Identify the least intrusive and most supportive visit supervisor, i.e.: a family member or significant person in the child's life, a foster parent, group home/treatment facility staff, family preservation worker, case aid or another Child Protection Worker.
3. Inform the child of any decisions related to access with their family or other people and answer any questions they may have regarding the amount of contact, the location, or the necessity of having supervised visits.
 4. Provide the parent(s), child over 12 and foster parent(s) with a copy of the *Access Plan for Parents form*.
 5. Document all decisions related to access for a child in the care of the Director of Child and Family Services and/or receiving services in the child's or youth's file using a *Case Note form*.

FORMS

- Access Plan
- Access Plan for Parents
- Supervised Visit Observation
- Summary and Evaluation of Visits
- Guidance and Education Plan during Visits
- Case Note

TOOLS

- Access Guidelines

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