

## Completing an Investigation

The Child Protection Worker shall complete an investigation within 30 days of receiving a report of a child who may be in need of protection.

### REFERENCE

*NWT Child and Family Services Act, sections 7(2)(3), 9(1)(2), 13(1)(2), 74*

### PURPOSE

- To ensure all investigations are carried out in a timely manner.

### PROCEDURE

1. Determine the child's need for protection in consultation with the Supervisor. If the assessment provides reason to believe:
  - the child is not in need of protection, close the file ensuring documentation is complete;
  - the child is not in need of protection but support services will assist in meeting child and family's needs, refer the family and/or child to other community agencies or Departmental programs or offer voluntary support services; or
  - the child is in need of protection, consult with the Supervisor to provide the appropriate intervention.
2. Complete the Investigation Report, *Record of Services – Status and Services and Placement forms* in CFIS.
3. Document and specify the outcome of the investigation in the Investigation Report in CFIS.

#### Note:

In exceptional circumstances where the investigation goes beyond 30 days, develop a plan for completion, note it within the file, and have it approved by the Supervisor.

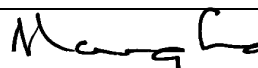
If the child is in immediate danger proceed to apprehensions.

#### Assessments Outcomes:

- Unfounded outcomes occur when the evidence doesn't support the allegation. Unfounded outcomes can be due to the allegation not occurring or lack of sufficient

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evidence.

- Inconclusive outcomes occur when the evidence is insufficient to determine whether the allegation is true or false. This does not mean the Child Protection Worker has determined that the abuse or neglect did not occur, but rather there is a lack of information to indicate that something did or did not occur.
- Founded outcomes occur when the evidence is sufficient to establish the truth of an allegation on a balance of probabilities.

**FORMS**

- Record of Services – Status and Services
- Record of Services – Placement

**TOOLS**

- Guidelines for CFIS Reporting Codes
- Interviewing and Completing an Investigation

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