

Creating an Investigation Plan

The Child Protection Worker shall create an Investigation Plan immediately for all reports where there is reasonable grounds to believe the child may be in need of protection.

REFERENCE

NWT Child and Family Services Act, section 9(1)

PURPOSE

- To use information gathered from the report to assess the child protection concern and identify next steps.

PROCEDURE

1. Clarify the child protection concern reported.
2. Identify who needs to be interviewed, when, why and where, and what questions need to be asked.
3. Identify any other actions that need to be taken to conduct the investigation.
4. Obtain the Supervisor's approval to proceed.

FORMS

- Child and Family Safety Assessment
- Child Protection Worker Safety Assessment

TOOLS

- Investigation Planning Guide
- Instructions for Completing a Child and Family Safety Assessment
- Child Protection Worker's Safety Guide

Effective Date:
April 1, 2015

Director of Child and Family Services

