

## Initiating an Investigation

The Child Protection Worker shall initiate the investigation within 24 hours of receiving a report, when there are reasonable grounds to believe a child is in need of protection.

### REFERENCE

*NWT Child and Family Services Act, section 9(1), 74*

### PURPOSE

- To gather background information to inform the investigation and advise the RCMP if there are grounds to believe a criminal act may have occurred.

### PROCEDURE

1. Review all information collected from the report.
2. Complete a review of child protection history in CFIS, in the paper file and through Interprovincial Coordinator to determine whether there have been previous reports on the family.
3. Document reviews and the investigation details as well as complete the *Child Protection Record Check form* and place it on file.
4. Contact the local RCMP to inquire about involvement with the family and/or residents.
5. Provide the information to the RCMP when alleged sexual or physical abuse or sexual exploitation is disclosed during the report.

#### Note:

If you believe the child is in immediate danger, follow the steps in the *Apprehension Guide*:

- i. Complete the *Child and Family Safety Assessment form*
- ii. Complete the *Child Protection Worker Safety Assessment form*
- iii. Consult with the Supervisor about the investigation plan
- iv. Attend the home with RCMP if necessary, to evaluate the need for an apprehension.
- v. Provide the information sheet entitled '*My child has been apprehended, what now?*' – brochure

Effective Date: April 1, 2015	Director of Child and Family Services	
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**FORMS**

- Child Protection Records Check
- My Child has been Apprehended. What now? - brochure

**TOOLS**

- Reporting and Investigations Process Flowchart
- Guidelines for CFIS Reporting Codes

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April 1, 2015

Director of Child and Family Services

*Mark C*