

Involuntary Foster Home Closure

Child Protection Workers must immediately close foster homes that have been determined to be unsafe or unsuitable as the result of a foster home investigation.

REFERENCE

Department of Health and Social Services Policy

PURPOSE

- To ensure the safety and wellbeing of children and youth;
- To ensure that all involuntary closures are conducted in a consistent manner.

PROCEDURE

1. If the foster home has been involuntarily closed, create a plan for the removal of the children or youth from the foster home, as part of the investigation process. Thoughtful care should be given to ensuring the physical and emotional safety of the child including a transition plan where a change in foster homes is required. Ensure that the child and youth's personal belongings are included in the transition plan.
2. Complete the *Placement Closure Report* form within five (5) days of the investigation being completed and place a copy on the foster family file.
3. Draft the *Involuntary Closure Letter* form. Meet with the foster parents to discuss the outcome and deliver the letter within seven (7) days of completing the investigation.
4. Place a copy of the letter on the Foster Home file.
5. Update the status of the child or youth's new placement in the Child and Family Services Information System (CFIS).
6. Update the status of the foster home on CFIS as "closed".

FORMS

- Placement Closure Report
- Involuntary Closure Letter

TOOLS

- Involuntary Foster Home Closure