

Supervision of Casework

The Child Protection Worker will consult with the Supervisor on a monthly basis at a minimum to receive direction, support and administrative guidance for all children on the Child Protection Worker's caseload.

REFERENCE

Department of Health and Social Services Policy

PURPOSE

- To ensure case plans are drafted in the best interests of children and families.
- To support Child Protection Workers in the development of case management and court skills.

PROCEDURE

1. Ensure the monthly reviews of assigned cases and new referrals with the Supervisor.
2. Consult with Supervisor during the following decision making processes:
 - Upon receipt of new child protection reports;
 - Prior or immediately following and apprehension;
 - Developing an investigation plan and the investigation process;
 - During assessment and case planning;
 - During legal proceedings and requests for disclosure;
 - When considering closing a case; and
 - When considering transferring a case
3. Document recommendations and direction using the *Supervision Record form* and place it on the child or youth's file.

FORMS

- Supervision Record

TOOLS

- None