

Travel Authorization

All travel of children in care must be approved by the Child Protection Worker (Within Canada) or Director of Child and Family Services (Outside Canada), prior to travel occurring.

REFERENCE

NWT Child and Family Services Act, sections 47(1)(2), 48(1)(2)
NWT Adoption Act, sections 20(1)(2)

PURPOSE

- To ensure the Child Protection Worker and the Director of Child and Family Services are aware of travel plans.
- To ensure that the child or youth's travel plans include sufficient supervision and contact information.
- To provide the child or youth's caregiver/chaperone with authorization to travel with the child.

PROCEDURE

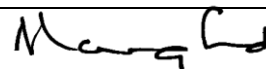
Voluntary Support Service Agreements, Plan of Care Agreements, Temporary Custody Orders:

Travel within the NWT

1. Discuss the nature of the request received from a foster parent(s) (e.g., school trip, vacation with a foster parent) and the plans in place to ensure the safety of the child or youth with the Supervisor.
2. Discuss the request with the parents and/or guardian(s) when the submission is from a foster parent, emphasize the importance of the travel request and seek the approval/support from the parent(s) and/or guardian(s).
3. Complete the *Parents' Consent to Travel form* in collaboration with the parent(s) and/or guardian(s). Where the parent(s) of children under a Temporary Custody Order do not consent to the travel and the travel is believed to be in the child's best interest, the HSSA may override and provide authorization.
4. Obtain approval from the Supervisor and identify an appropriate escort for the child, if the foster parent(s) and/or primary caregiver(s) are unavailable.

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April 1, 2015

Director of Child and Family Services



5. Provide verbal consent for the trip and document travel approval and plans using a *Case Note form* in the child or youth's file.

Travel within Canada

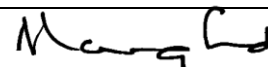
1. Discuss the nature of the request received from a foster parent(s) (e.g., school trip, vacation with a foster parent) and the plans in place to ensure the safety of the child or youth with the Supervisor.
2. Discuss the request with the parent(s) and/or guardian(s) when the submission is from a foster parent(s), emphasize the importance of the travel request and seek the approval/support from the parent(s) and/or guardian(s).
3. Complete the *Parents' Consent to Travel form* in collaboration with the parent(s) and/or guardian(s). In situations of Temporary Custody, if the parent(s) and/or guardian(s) don't approve and the travel is believed to be in the best interest of the child, Authority management may override the parent(s) and/or guardian(s).
4. Complete the *Travel Authorization form* and obtain approval from the Supervisor.
5. Identify an appropriate escort for the child, if the foster parent(s) and/or primary caregiver(s) are unavailable.
6. Provide the foster parent(s) and/or guardian(s) with the signed *Travel Authorization form*.
7. Place a copy of all applicable travel correspondence including the *Travel Authorization* on the child's paper file.

Travel outside of Canada

1. Discuss the nature of the request received from a foster parent (e.g., school trip, vacation with a foster parent) and the plans in place to ensure the safety of the child/ youth with the Supervisor.
2. Discuss the request with the parent(s) when the submission is from a foster parent(s), emphasize the importance of the travel request and seek the approval/support from the parent(s) and/or guardian(s).
3. Complete the *Parents' Consent to Travel form* in collaboration with the parent(s). In situations of Temporary Custody, if the parent(s) and/or guardian(s) don't approve and the travel is believed to be in the best interest of the child, Authority management may override the parent(s) and/or guardian(s).
4. Complete the *Travel Authorization form* and obtain approval from the Supervisor.
5. Identify an appropriate escort for the child, if the foster parent(s) and/or primary

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caregiver(s) are unavailable.

6. Provide the foster parent(s) and/or guardian(s) with the signed *Travel Authorization form*.
7. Place a copy of all applicable travel correspondence including the *Travel Authorization* on the child's paper file.

Permanent Custody and Adoption Probation:

Travel within the NWT

1. Discuss the nature of the request received from the foster or perspective adoptive parent(s) (e.g., school trip, vacation with a foster parent) and the plans in place to ensure the safety of the child/youth with the Supervisor.
2. Obtain approval from the Supervisor and identify an appropriate escort for the child, if the foster parent(s) and/or primary caregiver(s) are unavailable.
3. Provide verbal consent of the trip and then document in a case note in the child/youth's file.

Travel within Canada

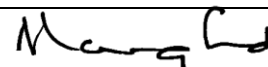
1. Discuss the nature of the request from the foster or perspective adoptive parent(s) (e.g., school trip, vacation with a foster parent) and the plans in place to ensure the safety of the child or youth with the Supervisor.
2. Complete the *Travel Authorization form* and obtain approval from the Supervisor.
3. Identify an appropriate escort for the child, if the foster parent(s) and/or primary caregiver(s) are unavailable.
4. Provide the foster parent(s) and/or guardian(s) with the signed *Travel Authorization form*.
5. Place a copy of all applicable travel correspondence including the *Travel Authorization* on the child's paper file.

Travel outside of Canada

1. Discuss the nature of the request from the foster or perspective adoptive parent(s) (e.g., school trip, vacation with a foster parent) and the plans in place to ensure the safety of the child/youth with the Supervisor.
2. Complete the *Travel Authorization form* and obtain approval from the Supervisor.
3. Draft a letter for the Assistant Director or, alternatively, the Director/Deputy Director's

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signature recommending approval for the travel outside of Canada.

4. Identify an appropriate escort for the child, if the foster or perspective adoptive parent(s) are unavailable.
5. Provide the foster or perspective adoptive parent(s) with the signed *Travel Authorization form* and identification documents such as a passport, birth certificate and NWT Health Care Card.
6. Place a copy of all travel correspondence including the *Travel Authorization* on the child's paper file.

FORMS

- Parents' Consent to Travel
- Case Note
- Travel Authorization

TOOLS

- Escorting Children in the Custody of the Director

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