

COMMUNITY ACTION TEAM, Inc.
Child & Family Development Programs
Restraining Order Procedure

Child and Family Development Programs (CFDP) believes all parents are an important part of their child's education and supports parent participation. CFDP recognizes that in some cases restrictions may be necessary for the protection and safety of the child. CFDP staff will refer to Procedure 5-2 Custodial Rights Procedure for guidance on working with families with respect and dignity and in determining communication with families. It is important to review restraining orders to determine if the order is between adults only or includes the children.

In the event there is a restraining order for one parent that includes the children, the following steps will be taken.

1. A copy of the court signed restraining order will be obtained and uploaded to the child's social service tab and documented in Child Plus.
2. The no contact information will be noted on the Emergency Form 3-11.
3. The order will be reviewed by the CM carefully for the parameters. A restraining order does not automatically revoke the right to information on a child's progress unless it is specified there is to be no contact with the child's educational facility.
4. Necessary information from the restraining order will be shared with ALL staff that may have contact with the child/family.
5. Safety protocols will be reviewed as needed with staff, such as lock down procedures. It is vital for staff to be familiar with protocols so they may handle any possible situation in a calm manner. In the rare event standard safety protocols are not sufficient, possible additional safety measures will be discussed and approved by program director.
6. The no contact information will be included on the classroom confidential information list.
7. When possible a photo of the individual will be attached to the restraining order and the 3-11 kept in the classroom/socializations to aid in identification. The photo may also be uploaded into CP with the notation of DO NOT release to.

When going on field trips, staff will review protocols to maintain safety of all children. In the event custody is awarded to the state and the child is placed in foster care, CFDP will work with the child's caseworker.

1. A letter from DHS is required and will be uploaded to the child's social service tab in Child Plus. The letter will include:
 - a. The child is a ward of the state
 - b. The name and address of the family the child has been placed with
 - c. Any notations about contact or restrictions placed on the biological parents
 - d. The name of the case worker assigned
2. The information will be documented in Child Plus and shared with staff.
3. Caseworkers will determine what program forms the foster family can complete and which must also be shared and signed by DHS.
Caseworkers may attend family introduction to Head Start/OPK with the family, independently, or note foster families alone can attend.
4. If the child is placed in foster care after the school year has started, the foster family will need to complete introduction and update paperwork. A split file will be established in Child Plus.
5. If there is visitation with the biological family, staff will work with the caseworker to determine parameters, i.e. if parents are allowed to pick up, if parents can attend school activities, etc. This will be clearly documented in Child Plus in family services or appropriate tab.
6. DHS staff will show ID badges when picking up children for visits or appointments.
7. Caseworkers will be notified and invited to meetings such as placement meetings with NWRESA, or when working with MHC and developing support plans for children (Forms 2-34a-c).
8. If there is no contact with biological parents, staff will follow the above steps for restraining order.