

S-263 CONTENTS OF FOSTER FAMILY FILES



In this document, the non implicit gender applies to both men and women.

Version 3 effective October 20, 2008

(previously FA-21)

Policy

The assigned worker will maintain an updated file for each foster family that includes all information required by the Ministry, as well as other information necessary to ensure proper supervision of the care provided by the foster family.

A Residential Services Supervisor will ensure the revision of foster family files prior to the Ministry's annual reassessment of the permit renewal for care provided by a foster family.

Staff may not reveal information contained in the foster family's file to other agencies, professionals or others without written consent from the foster family (refer to Policy S-103 Confidentiality).

Procedure

1. Content

In addition to the information required by the Ministry, the foster family's file may contain the following information:

- Case notes from the Resource Workers regarding the foster family;
- Copies of diplomas, certificates and other proof of training;
- Forms for breach of policies and procedures;
- Consent forms for releasing confidential information regarding the foster family;
- Other correspondence concerning the foster family.

2. Security

Foster family files may not leave the office without the authorization of the Supervisor and only under exceptional circumstances.

Only authorized personnel may view files; staff members must ensure the safety and confidentiality of foster family files at all times.

Files of foster parents who are employees are to be kept at all times in a locked filing cabinet in the room designated for filing purposes at the main office. Electronic files are sealed by the Human Resources Department.

3. Access to a File

When a foster parent requests access to his file, the following procedure must be followed:

- The foster parent must request a meeting with the assigned worker or his replacement, at least one month in advance and explain the reasons for the request;

- Prior to the meeting, the worker must review the file and remove any confidential documents and references;
- The worker must remove any names or information that may identify a third party or someone who has requested anonymity (i.e. the author of a complaint against a foster parent); in case of doubt during this stage of the process, the worker must consult a supervisor. The worker will inform foster parents which documents have been removed and the reason for their removal.
- Foster parents will consult their file in the presence of the worker, who will be available to answer their questions and help them find the information they require. Foster parents may request copies of certain documents in their file, such as diplomas and annual assessments; foster parents may only make copies of documents prepared by staff members.

Definitions, annexes and references

Definition

Parents : The term "parents" includes biological and adoptive parents, stepfathers, stepmothers and any other person who is responsible for a child before Valoris intervenes.

Reference

- Ministry requirements :

CONDITION 18

The Society shall maintain a file for every foster family approved as a placement for children.

The file shall include the following:

- a) the assessment of the foster family and its home;
- b) a copy of the service agreement and confidentiality agreement;
- c) a copy of every annual foster home review;
- d) a record of any complaint made by the foster parents;
- e) a record of any investigations regarding complaint against the foster family.

CONDITION 19

The Society shall keep all its records in a locked container on its premises.

CONDITION 21

Information collected by the Society on a foster parent shall be available to:

- a) the foster parent, except for references and other information given to the Society un confidence;
- b) authorized persons in the employ of the Society;
- c) other agencies, professionals or hospitals when authorization has been given following written consent to release of the information by the foster parent.