

**GLOSSARY OF TERMS**

- Abducted Child/Youth:** A child or youth who has been led away, in secret or by force, from their residence, school or community.
- Bridging Provision:** Allows for an existing supervision or temporary custody order, granted pursuant to Subsection 32(2) of the *CYCP Act*, to remain in effect until an application for a subsequent order is heard in court and an order is granted. For the Bridging Provision to come into effect, the application for a subsequent order must be filed with the court before the expiration of the existing order.
- Care:** The physical daily care and nurturing of a child or youth (Subsection 2(1) (b) of the *CYCP Act*).
- Carer:** An individual recruited and assessed by a Service Provider and approved by the Department to provide a safe and stable family-based home environment for children and youth in care.
- Child:** A person actually or apparently under the age of 16 years (Subsection 2(1)(c) of the *CYCP Act*).
- Child Maltreatment:** The non-accidental infliction of injury or harm to a child by a parent, or the injury or harm of a child by another person and the parent does not protect the child. Child maltreatment includes the physical, sexual or emotional abuse of a child.
- Child Protection Referral:** Information received under Section 11 of the *CYCP Act* that a child is, or may be, in need of protective intervention.
- Child/Youth Absent Without Permission:** A child or youth who breaks curfew, leaves their placement without permission, or does not return to their placement at the expected time.
- Client Disclosure File:** A file created separate from the client file to maintain all correspondence and work completed regarding a request for information from a Departmental record.
- Client File:** An electronic or hard copy of all client documentation and interventions.

<b>Cohabiting Youth:</b>	Two people who are residing together in a conjugal relationship outside of marriage, and the relationship fits one or more of the following criteria: <ul style="list-style-type: none"><li>a) the two people share economic interdependence;</li><li>b) there are parental connections between the two people based on evidence of shared dependents and the sharing of parental roles; or</li><li>c) the societal perception of the two people is that they present themselves as a couple in the community.</li></ul>
<b>Collateral Source or Contact:</b>	A person, professional or agency that is connect to the child, youth or family that may have information about the alleged maltreatment and/or about the family in general. The information can assist in clarifying and collaborating information about significant events or issues which have been provided by parents and children.
<b>Continuous Custody:</b>	A custodial arrangement in which a manager becomes the sole custodian of the child or youth and has the right to make all decisions regarding the child or youth including medical decisions. The manager or a social worker may consent to the provision of medical treatment for the child or youth, and the manager may consent to the adoption of the child or youth under the <i>Adoption Act</i> .
<b>Court:</b>	The Supreme Court of Newfoundland and Labrador Trial Division (Family) or the Provincial Court.
<b>Critical Incident:</b>	A critical incident (CI) is an incident of extraordinary or life threatening nature that directly impacts the safety and well-being of a child or youth such as violence, assault, injury and other serious criminal matters. A CI includes significant threats of self-injury, self-harm or suicidal ideation requiring hospitalization beyond the initial assessment and treatment.
<b>Custody:</b>	The rights and responsibilities of a parent with respect to a child or youth (Subsection 2(1)(e) of <i>CYCP Act</i> ).
<b>Day:</b>	Every day (except Saturdays, Sundays, and government holidays recognized by field services) unless the time period specified is six (6) days or more in which case “days” means calendar days.
<b>Educational or Rehabilitation Program:</b>	Includes a post-secondary certificate, diploma or degree program, a high school equivalency program, or pre-employment program; employment, life skills or career development program; mental health and addictions treatment program, day program for

youth with developmental disabilities or a physical rehabilitation program prescribed by the youth's physician.

**Emergency Placement Home (EPH)**

Is a staffed living arrangement that offers 24 hour emergency care to children and youth for a specified period to either assess a child or youth's placement needs, and/or to transition a child or youth to a long-term placement.

**Excepted Information:**

Information contained in a client record that is protected from release and includes referral sources, information that is subject to solicitor-client privilege, information pertaining to an adoption of a child (*Adoption Act*), information under the *Youth Criminal Justice Act*, information that may interfere with a criminal investigation and/or third party information.

**Facsimile:**

A record produced by electronic means, or a written record of a telephone conversation made by both parties to the conversation while it is in progress, and which the parties have confirmed as to its accuracy by reading their record of the conversation to one another at the end of the conversation (as per Subsection 22(3) of the *CYCP Act*).

**Family Based Care Pilot Program:**

A Pilot Program of the Department whereby a Service Provider uses a family-based care model to provide short-term or long-term placements for children and youth in care, where it has been determined to be an extraordinary circumstance and these children and youth cannot be placed in an existing placement resource.

**Foster Parent:**

A person with whom a child or youth (who is in the care or custody of a manager) is placed for care with the approval of a manager and who, by agreement with a manager, has assumed responsibility for the care of the child or youth. A foster parent includes a family member or a person significant to the child or youth but does not include the parent(s) of the child or youth (Subsection 2(1)(h) of the *CYCP Act*).

**Government Record:**

Records created or received by a public body in the conduct of its affairs and include a cabinet record, transitory record or abandoned record (Subsection 2(b.1), of the *Management of Information Act*).

**Group Home:**

Is a staffed residential setting that provides group care for children and youth who have complex social, emotional, behavioural and developmental needs and, as a result, require a level of residential service that cannot be provided through a less structured, family-based setting.

**Equivalency Program:** Includes Adult Basic Education (ABE) programming, General Education Development (GED) preparation programs and literacy programs to prepare for ABE or GED program enrollment.

**In Care Planning Team:** A team of individuals involved in planning for a child or youth in care. The team must include the social worker for the child or youth and the social worker for the child or youth's parent(s); the child or youth (where developmentally appropriate); the parent(s) of the child or youth (if they are actively involved), the foster parent(s) or residential staff person; and may also include other professionals working with the child or youth, extended family, significant others, or other community partners.

**In Care Progress Report (IPR):** A comprehensive written report developed for each child or youth in care/custody by the social worker in consultation with the child or youth's in care planning team. The *IPR* will document the child or youth's progress on a number of developmental dimensions, outline the supports and services the child or youth requires, identify who will be responsible for linking the child or youth to identified supports and services and monitor the goals and outcomes for the child or youth. The *IPR* will also monitor and document the implementation of the child or youth's contact with their parent(s), siblings, extended family, significant others, their community and culture as outlined in the *Plan for the Child* filed with the Court.

**Income:** (includes *earned* and *unearned* income) *Earned income* is money paid to a youth in exchange for labor. *Unearned income* is money received by a youth that is not in exchange for labor, such as parental support (court or non-court ordered) paid directly to a youth, employment insurance benefits, pension income or stipends paid to youth to attend training.

**Information:** Personal information obtained under the *CYCP Act* or a predecessor *Act* that is held in government records by, or is in the custody of or under the control of the Department, and includes information that is written, photographed, recorded or stored in any manner.

<b>Individual Living Arrangement (ILA):</b>	Is a staffed living arrangement specific to children and youth who have extraordinary social, emotional, behavioral, development and medical needs. Children and youth with these needs cannot be appropriately matched with a foster home or group home.
<b>Interim Approval:</b>	A one-time temporary approval of a regular foster home. The full regular foster parent <i>PRIDE</i> approval process must be completed within the time frames specified in the <i>Regular Foster Home Approval Process</i> policy.
<b>Interim Care:</b>	A care arrangement for a child who is removed under Section 20 of the <i>CYCP Act</i> . The manager has interim care of the child until the child is returned, under Section 45, to the parent from whom the child was removed, or until a judge makes an order at a Presentation Hearing under Section 31. While the manager has interim care of the child the manager, or a social worker, may authorize a qualified health practitioner to examine the child and consent to necessary health care for the child where the parent cannot be contacted if, in the opinion of a qualified health practitioner, health care should be provided without delay (as per Section 24 of the <i>CYCP Act</i> ).
<b>Interim Custody:</b>	An order issued by the court at a Presentation Hearing or in accordance with Subsection 31(1)(e) of the <i>CYCP Act</i> where the child is placed in or remains in the custody of a manager until the conclusion of the Protective Intervention Hearing.
<b>Interim Services:</b>	Residential and supportive services offered to meet the youth's basic needs (food, clothing, shelter, and physical safety) until assessment of the youth's need for protective intervention is completed.
<b>Investigation Plan:</b>	The plan for conducting a protection investigation. It minimally identifies the social worker assigned to the investigation; identifies who will conduct the interviews; when and where the interviews will be conducted; what collaterals may be relevant and required to complete the investigation; and whether police involvement will be required.
<b>Judge:</b>	A judge of the court.
<b>Kinship Care Agreement;</b>	A written agreement that enables a parent to voluntarily transfer the care of their child to an approved kinship caregiver unless custody is already transferred pursuant to s.32(2)(b) of the <i>CYCP</i>

*Act.*, and enables a social worker to place a child in a kinship living arrangement with an approved caregiver,

- Kinship Caregiver:** Members of the extended family or a significant other approved to care for a child or youth under a Kinship Service Program.
- Kinship Services:** A program available to provide supportive and financial services to approved kinship caregivers who are willing and capable of providing care to a child who is in need of protective intervention and requires an out of home living arrangement.
- Level 1:** The first level of the continuum of care which includes kinship homes, interim approved regular foster homes, and approved relative/significant other foster homes that have not completed *PRIDE* Pre-service sessions.
- Level 2:** The second level of the continuum of care, which consists of approved relative/significant other and regular foster homes that have completed *PRIDE* Pre-service sessions.
- Level 3:** The third level of the continuum of care, which consists of approved specialized foster homes.
- Level 4:** The fourth level of the continuum of care which consists of staffed residential placements resources including Emergency Placement Homes, Group Homes, and Individualized Living Arrangements.
- Live-in-Model vs. Rotational Staff Model:** In Level 4, a Group Home, EPH or ILA may be staffed using a Live-in Model which means that a child or youth is cared for by a Level 4 in-house parent, who is supported by rotating staff or a Rotational Staff Model which means that the child or youth is cared for by a rotational staff complement 24 hours per day.
- Manager:** A person appointed by the Minister of the Department who exercises the powers and performs the duties that are conferred or imposed upon them by the *CYCP Act*.
- Missing Child/Youth:** A child or youth who is absent without permission and cannot be located for more five (5) hours, or has been absent without permission for less than five (5) hours and:
- a) is under 12 years of age;
  - b) has a disability (i.e. physical, intellectual, cognitive);
  - c) has a recent and repeated history of drug/alcohol/solvent use;
  - d) has suspected or known mental health issues;
  - e) has a diagnosed mental illness;

- f) has a recent history of suicide attempts or suicidal ideation;
- g) has a recent history self-harming behaviors;
- h) there are severe weather conditions (i.e. blizzard);
- i) has a medical condition that requires monitoring (i.e. diabetes and insulin dependent);
- j) is suspected of or is associating with individuals who pose an immediate safety threat to the child/youth (i.e. violent offenders, pimps); and
- k) any other risk factor that the social worker determines is likely to impact the child or youth's immediate safety.

**Missing Youth:**

A youth who has signed a Youth Services Agreement and is living independently in the community is considered missing when:

- a) an individual contacts the department to report they have not seen or heard from the youth for a specified period of time and the lack of contact is out of character for the youth;
- b) the youth does not arrive for a scheduled Departmental appointment and, there is concern for the youth's safety and well-being, the youth's social worker designates the youth as missing; or
- c) the police contact the Department to report that a missing persons report has been filed on the youth.

**Necessary Health Care:**

Health care that is recommended by a qualified health practitioner. The treatment is such that, in the opinion of the qualified health practitioner, it should be provided without delay.

**Necessary Medical Treatment:**

Medical treatment that is recommended by a qualified health practitioner. The treatment is such that, in the opinion of the qualified health practitioner, treatment should be provided without delay.

**Net Pay:**

The remaining earnings after deductions from gross earnings are made.

**Non-Custodial Parent:**

A parent of a child or youth who does not have custody but regularly exercises right of access.

**Non-Offending Parent:**

A parent not alleged to be involved in the maltreatment of the child.

**Ongoing Protective Intervention Services:**

Services and intervention provided by the Department to children (and their families) determined to be in need of protective intervention due to a risk of future maltreatment.

- Order Set Aside:** Where a youth's written request to have an order of continuous custody set aside has been approved, the order is no longer in effect and a manager no longer has legal responsibility for the youth. Where an order is set aside the manager does not have a legal right to make decisions or consent to medical treatment on the youth's behalf.
- Out of Province Placement (OPP):** An approved placement for a child or youth in care in a residential program located in a province or territory outside of Newfoundland and Labrador. These placements provide specialized care and/or treatment for a child or youth. This specialized care may be provided in a residential group home setting or a foster home setting overseen by a treatment agency.
- Parent of a Child/Youth:** A parent of a child or youth includes:
- a) the custodial mother;
  - b) the custodial father;
  - c) a custodial step-parent;
  - d) a non-custodial parent who regularly exercises, or attempts to exercise, right of access to the child or youth;
  - e) a person to whom custody of a child or youth has been granted by a written agreement or by a court order; or
  - f) a person who is responsible for the child or youth's care and with whom the child or youth resides, except a foster parent.
- Party:** The person(s) named in the Application as an applicant or respondent in a court proceeding.
- Peace Officer:** A member of the Royal Newfoundland Constabulary or a member of the Royal Canadian Mounted Police, and includes a person approved by the Attorney General to perform the duties of a peace officer (Section 2(n) of the *CYCP Act*).
- Personal Service:** The person who is being served should personally receive the documents.
- Placement:** An approved foster home, family-based care home, group home, EPH, ILA or an out-of-province residential treatment program in which a child or youth is residing.
- Placement Card:** A template containing specific information about a child or youth that is given to a foster parent or a residential care provider at the time of placement.
- Plan for the Child:** The plan for the child(ren) (in accordance with Section 29 of the *CYCP Act*) that is filed with the court after a social



worker has filed an Application for Protective Intervention Hearing requesting a supervision or custody order. The *Plan for the Child* outlines prior involvement with the child(ren) and family, the child protection concerns, and the recommended services and interventions to address these concerns. In cases where the child(ren) has been removed and is in care, the *Plan for the Child* outlines the efforts planned to maintain the child(ren)'s contact with the parent, family or other person significant to the child(ren) and a description of the arrangements made or being made to recognize the importance of the child(ren)'s identity and cultural and community connections.

**Placement Condition:** Is a requirement that foster parent(s) must fulfil within an agreed upon timeframe to continue to meet the *PRIDE* competencies or other expectations of fostering. Examples of conditions include: a home renovation, required training, or counselling for the foster parent(s). A condition may be identified as part of the approval process or during ongoing monitoring of an approved home.

**Placement Restriction:** Is a restriction placed on the foster home approval when it is assessed that particular attributes of a child or youth would not be a good match for a foster home. Examples of a restriction could include: the age or gender of a child or youth. Placement restrictions may be identified as part of the approval process or during ongoing monitoring of an approved home and may be mutually identified by the social worker and/or the foster parent(s).

**Preliminary Approval:** A short term, expedited approval of a relative/significant other foster home which enables a child or youth to be quickly and safely placed with a familiar person(s). The full approval process must be completed within the time frames specified in the *Relative/Significant Other Foster Home Approval* policy.

**Presentation Hearing:** An initial hearing held informally before a judge to consider the circumstances surrounding the child(ren)'s removal, and to determine whether there is sufficient evidence to proceed to the Protective Intervention Hearing. The court shall determine what interim order is appropriate until a more comprehensive hearing is held to determine whether the child(ren) are in need of protective intervention. The Presentation Hearing is an important prelude to the Protective Intervention Hearing but may result in the judge making a final order (in accordance with Section 32 of the *CYCP Act*), thus removing the necessity for a Protective Intervention Hearing.

<b>PRIDE:</b>	Parent Resources for Information Development and Education ( <i>PRIDE</i> ) is a standardized competency-based model for recruiting, preparing, and assessing foster and adoptive parents. It also refers to ongoing training components for approved foster families.
<b>Proceeding:</b>	Any appearance in court resulting from a court application.
<b>Protective Intervention Hearing:</b>	A hearing held after a Presentation Hearing if the matter has not been resolved at the Presentation Hearing. At the Protective Intervention Hearing, the judge will hear evidence, determine whether a child is in need of protective intervention and give a final order (in accordance with Subsection 32(2) of the <i>CYCP Act</i> ) with respect to the application before the court.
<b>Protection Investigation:</b>	The process of responding to a complaint of alleged child maltreatment to assess the immediate risk to the child, and to determine the child's need for protective intervention. It involves interviewing and observing the child in need of protective intervention and interviewing their siblings, parents and collateral sources; gathering information through the agency's records and through checks with the police, school, medical records, and any other means necessary. Depending on the allegation, the investigation may require joint interviews with the police.
<b>Protective Care Agreement:</b>	A written agreement that allows a parent(s) to transfer care and supervision of a child to a manager of the Department. A Protective Care Agreement does not transfer custody of the child to a manager.
<b>Provincial/Territorial Protocol on Children, Youth and Families Moving between Provinces and Territories:</b>	A framework for the provision of consistent, quality services to children, youth and families moving between provinces and territories.
<b>Public Body:</b>	A department created under the <i>Executive Council Act</i> , or a branch of the executive government of the province; a corporation, the ownership of which, or a majority of shares of which, is vested in the Crown; a corporation, commission, board or body, the majority of the members of which, or the majority of members of the board of directors of which, are appointed by an Act, the Lieutenant-Governor in Council or a minister, a local public body, or the House of Assembly and statutory offices, as defined in the <i>House of Assembly Accountability, Integrity and Administration Act</i> (Subsection 2(p))

of *ATIPPA*).

<b>Qualified Health Practitioner:</b>	A physician, nurse, nurse practitioner, licensed practical nurse, dentist or dental hygienist.
<b>Reasonable Grounds:</b>	For child protection purposes, some reasonable and reliable information upon which the social worker determines that a child may be in need of protective intervention.
<b>Record:</b>	A correspondence, memorandum, form, paper, parchment, manuscript, map, plan, drawing, painting, print, photograph, magnetic tape, computer disc, microform, electronically produced document and other documentary material regardless of physical form or characteristic (Subsection 2(f) of <i>MI Act</i> ). Transitory records are not included.
<b>Referral Source:</b>	Any individual who reports concerns of alleged abuse or maltreatment of a child to the Department under Section 11 of the <i>CYCP Act</i> . The referral source may be a self-identified person or a person who wishes to remain anonymous.
<b>Relative/Significant Other Foster Parent:</b>	A family member or person significant to the child or youth with whom a child or youth (who is in the care or custody of a manager) is placed for care with the approval of a manager and who, by agreement with a manager, has assumed responsibility for the care of the child or youth.
<b>Relevant Information:</b>	All information pertinent to <i>CYCP</i> court proceedings including information generated by the Department, statements by experts and other prospective witnesses, and all other evidence required to present the manager's application that is not protected by law from production to third parties.
<b>Removal:</b>	A legal procedure whereby a child or youth, believed to be in need of protective intervention, has been removed from their parent's care and placed in the interim care of a manager until a judge makes an order at the Presentation Hearing.
<b>Repudiate:</b>	To refuse to accept or support, to have nothing to do with, to renounce, or to reject.
<b>Residential Placement:</b>	An approved board, lodging and associated supervisory, shelter or group care for a child or youth who is in the care or custody of a manager (Subsection 2(1)(q) of the <i>CYCP Act</i> ).
<b>Residential Services:</b>	Includes monthly financial and supportive services provided to youth in need of protective intervention who are living outside the

parental home and who have signed a Youth Services Agreement.

<b>Residing Independently In the Community:</b>	A youth who is residing outside the parental home in an apartment, board and lodgings, or bedsitting arrangement and has signed a Youth Services Agreement with the Department.
<b>Screening and Prioritization Guidelines:</b>	A guide to assist a social worker's professional assessment of information when screening and assigning a response priority to child protection referrals.
<b>Screening Decision:</b>	A decision made by a social worker and supervisor whether or not to conduct a protection investigation of a referral of alleged child maltreatment.
<b>Service Agreement</b>	A signed contract between the Department and a Service Provider which defines the Services to be provided by the Service Provider and the terms and conditions under which these services are to be provided.
<b>Severing:</b>	The process of reviewing the client file and removing information that is excepted from release in disclosure.
<b>Social Worker:</b>	A person registered with the <i>Newfoundland and Labrador Association of Social Workers (NLASW)</i> and employed by the Department.
<b>Solicitor-Client Privilege:</b>	Confidential information/advice intended only for the client. This may include letters, emails, memos, faxes or contact notes that relate to legal opinions, legal strategy, and/or litigation.
<b>Subsequent Order:</b>	An order granted when an application is filed with the court for another order under Subsection 32(2) of the <i>CYCP Act</i> .
<b>Substituted Service:</b>	A type of service, other than personal service, permitted by the Rules of the Supreme Court, 1986 or the rules of the Provincial Court.
<b>Summer Employment:</b>	Income earned between the months of June and August as outlined in the Youth with Income policy.
<b>Supervision Order:</b>	An order issued by the court at a Presentation Hearing in accordance with Subsection 31(2)(b)(c) or (d) of the <i>CYCP Act</i> , or at a Protective Intervention Hearing in accordance with Subsection 32(2)(a) or (b) of the <i>CYCP Act</i> .
<b>Supportive Services:</b>	Services provided to youth who have signed a Youth Services Agreement. Supportive services may include social work support

such as facilitating referrals to community agencies, crisis intervention, and case management services. Emergency funding for items or services that cannot be obtained from another source may also be provided.

- Telewarrant:** A time limited written order issued by a judge that gives a social worker the authority to enter premises, by force, where necessary to remove a child. A telewarrant is sought when a social worker cannot appear in person before a judge. By obtaining a telewarrant a social worker is receiving a judge's sanction to remove the child. A telewarrant also provides the authority for the police to become involved in assisting with the removal.
- Temporary Custody:** A custodial relationship in which the manager has custody of a child for a period specified by a court order and the manager or a social worker has the right to make all decisions regarding the child with the exception of medical consent. The manager or a social worker may consent to necessary medical treatment for the child as recommended by a qualified health practitioner, where the child's parent is unavailable or refuses to consent to the treatment.
- Temporary Custody Order:** An order issued by the court at a Presentation Hearing or Protective Intervention Hearing in accordance with Subsection 32(b) or (c) CYCP Act.
- Third Party:** In relation to a request for access to a record or for personal information, third party refers to a person, group of persons or organization other than the person who made the request or a public body (Subsection 2(t) of *ATIPPA*).
- Timely Manner:** Reasonable amount of time so as to allow the solicitor(s) representing the parent(s), or the parent(s) representing themselves if they are not represented by legal counsel, to review the disclosure and be able to prepare for the court proceeding.
- Transitory Record:** A government record of temporary usefulness in any format or medium having no ongoing value beyond an immediate and minor transaction or the preparation of a subsequent record (Section 2(h) of *MI Act*). Transitory records include jot notes and draft documents.
- Warrant:** Is a time limited written order issued by a judge that gives a social worker the authority to enter a premises, by force, where necessary to remove a child. By obtaining a warrant, a social worker is receiving a judge's sanction to remove the child. A

warrant also provides the authority for the police to become involved in assisting with the removal.

**Youth:** A person who is 16 years of age or over but under 18 years of age.

**Youth Screening and Assessment Tool (YSAT):** A tool used by the social worker to complete an initial screening (intake) and assessment of a youth's need for protective intervention.