

**Parent Notification of Significant Incidents Involving Children in
SCCS Custody**

SUMMIT COUNTY CHILDREN SERVICES

<p>ORC: N/A</p> <p>OAC: 5101:2-42-89</p> <p>USC: N/A</p> <p>CFR: N/A</p>	<p>ORIGINAL: 05/07</p> <p>REVISIONS: 08/13; 07/16</p> <p>RELATED FORM(S): N/A</p> <p>RELATED PROCEDURE/POLICY(IES): Responding to Reports Concerning the Death of a Child on an Open Case; Approvals and Authorizations in Social Services</p>
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| <input type="checkbox"/> Administrative | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Fiscal | <input type="checkbox"/> Safety & Security |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Social Services - All Departments |
| <input type="checkbox"/> Information Technology | <input checked="" type="checkbox"/> Social Services - Foster & Adoption |

All Staff Bargaining Unit Non-Bargaining Management

POLICY:

In accordance with our mission, Summit County Children Services (SCCS) attempts to keep parents informed of any significant occurrences affecting their children who have been placed in Agency Custody through Juvenile Rule 6 or are in ETC, TC or PPLA status.

PROCEDURE:

A. Non-Urgent Occurrences

The assigned caseworker, supervisor, or other involved staff shall attempt to communicate with the child’s parents/guardians as soon as possible after the situation becomes known to SCCS. If contact by phone is unsuccessful, a home visit is attempted and attempts will continue until successful. If efforts to contact a parent remain unsuccessful, the Department Director is notified to assist in the notification process.

Examples of routine situations requiring parental notification include, but are not limited to: school suspension, AWOL, routine illnesses which result in missed visitation, use of restraint for children placed in residential treatment centers, accidents which do not result in serious injury, and emergency placement changes.

Referrals alleging abuse/neglect in the substitute care setting that do not involve a serious injury to the child are communicated to the parent through the assigned worker/supervisor. The supervisor must provide guidance and direction related to parental notification.

B. Emergency Medical Situations

Attempts to notify the parents/guardians must be made immediately when a child is taken to the emergency room for a significant illness or injury or requires hospitalization. Immediate notification is also attempted if the child requires emergency surgery. Surgical consent is granted by the Executive Director, Deputy Executive Director or Designee. (See Approvals and Authorizations in Social Services procedure).

C. Scheduled Surgery

The assigned caseworker shall attempt to inform parents/guardians of any planned surgery and provide the parent the opportunity to consult with the medical provider regarding any concerns or questions they may have. The Executive Director, Deputy Director or designee grant consent for medically necessary surgery.

D. Urgent Occurrences

Whenever a child is involved in a serious accident, is the victim or perpetrator of a crime, or other potentially life-changing or threatening situation an Agency representative who is authorized by the Executive Director or his/her designee shall attempt to communicate with the child's parent(s) as soon as possible after the situation becomes known. Both telephone and direct contacts are attempted and shall continue until successful. After forty-eight (48) hours of continued unsuccessful attempts to make contact with the child's parent(s), the Agency representative/designee must bring the unsuccessful attempts to the attention of the Executive Director or his/her Designee.

In the event of a serious injury or death of a child, a conference shall occur with the Deputy Executive Director of Social Services and the Executive Director, and a plan is developed regarding immediate parental notification.