



**DEPARTMENT OF COMMUNITY SERVICES  
FAMILY AND CHILDREN'S SERVICES DIVISION**

**MANUAL OF STANDARDS, POLICIES, AND  
PROCEDURES FOR CHILDREN IN CARE  
AND CUSTODY**



## Department of Community Services

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**SUBJECT: Children in Care and Custody Manual**

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Approval Date: May 17, 2004

Approved by: Marian F. Tyson, QC, Deputy Minister

Effective by: August 1, 2004

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### 1. POLICY STATEMENT

This is the Nova Scotia Department of Community Services, Family and Children's Services Division's Manual of Policy and Procedure pertaining to Children in Care and Custody pursuant to Sections 33(1), 17,18, 68 and 42 of the *Children and Family Services Act* (CFSA).

### 2. DEFINITIONS

"The Department" means the Nova Scotia Department of Community Services

"The Minister" means the Minister of the Nova Scotia Department of Community Services

"Act" means the Children and Family Services Act

"Agency" means an agency continued by or established and incorporated pursuant to the *Act*

"Care" means the physical care and control of a child

"Care and Custody" means the care and custody of a child pursuant to the *Act* or an order or agreement pursuant to this *Act*

"Child" means a person under sixteen years of age unless the context otherwise requires

"Child in Care" means a child who is in the care and custody of an agency

- i) pursuant to an agreement made pursuant to the *Act*
- ii) as a result of being taken into care, or
- iii) pursuant to a court order made pursuant to the *Act*



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### **2. DEFINITIONS CONT'**

“Child Caring Facility” is defined under Clause 3 (1) (h), of the *Act*

“Court” means the Supreme Court or Unified Family Court of Nova Scotia

“Community Based Residence” means a residence not licensed by the Department of Community Services as a Child Caring Residential Facility under the *Act* under the provisions of Section 33(2) of the Children and Family Services Regulations

“District Office” means a district office of the Department

“Executive Director or District Manager” means the executive director or district manager of a children’s aid society, family and children’s services agency or a district office of the Department

“Foster Parent” means a foster parent approved by an Agency or District Office

“Regulations” means the Children and Family Services Regulations

### **3. POLICY OBJECTIVES**

The intent of this policy manual is to provide standards and procedures to ensure a consistent quality of care to all children who are placed outside of their parent’s home by an Agency or District Office in Nova Scotia.



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#### **4. APPLICATION**

This policy manual applies to the Family and Children's Services of the Department, the Children's Aid Societies, Family and Children's Services Agencies and District Offices of the Department with designated authority on behalf of the Minister to provide services to children in care and custody under the *Act*.

#### **5. POLICY DIRECTIVES**

See attached Manual of Policy and Procedure Children in Care and Custody. Standards are listed at the end of each section of the Manual Sections 1 through 9.

#### **6. POLICY GUIDELINES**

See attached Manual of Policy and Procedure Sections 1 through 9.

#### **7. ACCOUNTABILITY**

The Director of Child Welfare and Residential Services, of the Department, is responsible to ensure that the policies and procedures reflect the Department's legislated mandate to protect children according to the *Act*. The Regional Administrators, Regional Child Welfare Specialists, Executive Directors and District Managers of the Agencies/District Offices are responsible to ensure that the Manual is operationalized in the delivery of services to children in care.



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### **8. MONITORING**

The Director of Child Welfare and Residential Services is responsible to ensure the training of staff to operationalize the Manual and to monitor the performance and effectiveness of the Manual through periodic evaluation .

### **9. REFERENCES**

*Children and Family Services Act*  
*Adoption Information Act*

In addition, see Reference Sections at the end of each Section of the Manual

### **10. APPENDICES**

See appendices at the end of each Section of the Manual.

**DEPARTMENT OF COMMUNITY SERVICES**  
**FAMILY AND CHILDREN'S SERVICES**  
**MANUAL OF STANDARDS, POLICIES, AND PROCEDURES**  
**FOR CHILDREN IN CARE AND CUSTODY**

**Record of Additions, Deletions, and Amendments**

Chapter and Section	Addition Deletion or Amendment	Subject	Date
Section 6 Appendix	Addition	Policy Statement #94 Appendix E	Sept. 2005
Section 1.1 Appendix	Revision Addition	Standard or Policy Issue form Standard or Policy Issue form	Oct. 2005 Oct. 2005
Section 3 Appendix	Revision	Medical History - Coming into Care	Oct. 2005
Section 7.2	Revision	Travel by Children in Care	Oct. 2005
Section 7.3.2	Revision	Form 4 (was Form IX)	Oct. 2005
Section 7 Appendix	Revision	Form 4 (was Form IX)	Oct. 2005
Section 2	Revision and Addition	Permanent Care and Custody with Access Order - Plan is Adoption	Nov. 2005
Section 2 Appendix	Addition	Sample letter for 30 day Notice to Persons with Access	Nov. 2005
Section 2 Appendix	Revision	Summary of Standards	Nov. 2005
Section 6.9.6	Revision	Educational Bursary Program	Jun. 2006
Section 6 Appendix	Revision	Maintenance Rates Policy 94, Appendix A	Oct. 2006

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Section 7 Appendix	Revision	Provincial/Territorial Protocol On Children and Families	Mar. 2007
Section 6.9.6	Revision	Post-Secondary Education - Educational Bursary Program	Apr. 2007
Section 6 Appendix	Revision	Appendix D of Policy 94	Apr. 2007

**DEPARTMENT OF COMMUNITY SERVICES  
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