

Child Safety Meeting- Facilitator Role

The Department provides a facilitator for the family Child Safety Meeting (CSM). Facilitators may be Department staff or contracted providers. In either instance, they must be knowledgeable about child protective services and have experience and training in meeting facilitation. Local child welfare offices maintain a current list of approved or contract facilitators.

The facilitator is responsible to guide a process in which all safety threats, pertinent concerns and child welfare history are identified and addressed. Their role is to ensure that the meeting process and environment are respectful and inclusive of all participants.

Before the Meeting

Discuss the following information with the CPS worker:

- What are the identified safety threats in this case?
- Is there any previous family history of abuse, neglect and specifically domestic violence?
- What information was provided to parents about the meeting's purpose and process?
- What discussion did the worker have with parents about who should attend?
- Have they discussed the case with the receiving ongoing caseworker?
- What if any concerns does the ongoing worker have about an ongoing safety plan?

Meeting Participants

The following should be considered as meeting participants:

- Facilitator
- CPS worker
- Ongoing caseworker
- Supervisor for CPS or ongoing worker (especially for new workers).
- Parents- They may be available or choose not to attend, but the meeting is still held.
- Foster parents, if the child was placed as a Protective Action.
- Safety service providers involved in the Protective Action.
- Other likely safety service providers.
- Extended family, caretakers, family friends, significant others who have direct input into the safety plan.
- Attorneys for child and parents.
- CASA if one has been assigned.

During the Meeting

- Introductions including:
 - Welcome and thank all participants for attending.
 - Introduce yourself and your role in the meeting.
 - Explain meeting purpose.
 - Introduce the new ongoing worker and explain their role.
 - Explain that a final decision about the Ongoing Safety Plan will be made by the CPS worker with their supervisor's approval.
 - Describe how the meeting will proceed, including ground rules.*
 - Ask each participant to introduce themselves including in what way they are connected to the child or family.

- Ask parents or caregivers and other participants as appropriate to share information they have about safety of the child/ren.

- Ask the CPS worker to share information about the identified safety threats including the following:
 - Why the child is unsafe.
 - How it was determined the child is unsafe.
 - What led to the child becoming unsafe?
 - Any other information known about the identified safety threats.

If participants do not understand the identified safety threats consider having the CPS worker summarize the six questions from the **Safety Analysis** ([*Procedure Manual Chapter 2- Assessment Section 12*](#)).**

- Ask the CPS worker to discuss any protective action taken during the CPS assessment, and review its effectiveness and appropriateness in providing child safety.

- Discuss with all participants whether an In Home Safety Plan is possible and appropriate.
 - Discuss with participants the supports they can provide for an In Home Safety Plan.

 - If an In Home plan is appropriate, what led participants to this conclusion?

 - If an In-Home plan is not currently sufficient, discuss circumstances that could provide for the child's safety in the home.

- If an Out of Home Safety Plan is developed, seek participant input about the following:
 - Possible relative placement resources.
 - Visitation Plan.

For any Ongoing Safety Plan:

- Use procedures for developing an Ongoing Safety Plan in the Procedure Manual. ([Chapter 2- Assessment: Section 13](#))
- Seek information from the CPS worker about how the Safety Plan manages child safety and about criteria for sufficiency of a safety plan.
- With the CPS and ongoing workers, assist in identifying options to develop the least intrusive plan able to keep the child safe.
- Seek participant input regarding possible safety services or support to the Safety Plan that they are willing to provide. Consider the following:
 - Who the safety service participant is.
 - What safety service they will provide.
 - Where the safety service will occur.
 - When or at what intervals the safety service will occur.
 - Who should the safety service provider report to, if they have concerns about child safety, including name and phone number.
 - What constitutes a child safety concern they should report.

In general, the following are also considerations during a CSM:

- The CSM also serves to transition the family from the CPS worker to the ongoing worker.
- Involve parents or caregivers as much as possible.
- If invited participants are not able to attend, consider including them by telephone.
- Ensure all pertinent information is shared.
- Always be clear that Child Welfare has final responsibility to determine whether the Ongoing Safety Plan is sufficient.
- When there is disagreement, ask for a break in the meeting and consult with the CPS and ongoing workers. Then reconvene the meeting, reminding participants that Child Welfare is responsible for determining the sufficiency of the Ongoing Safety Plan.
- For professional providers and community partners, explain that their role at the CSM is to provide information about the *safety services* they will provide.

- Change services are *not* part of the discussion that occurs at a CSM. Discussion of change services occurs after the ongoing worker has initiated the Protective Capacity Assessment

After the Meeting

- Assist the CPS worker in documenting decisions made and actions that will be taken for the Ongoing Safety Plan on the CF1149.
- Confirm commitments from participants and obtain signatures on the Ongoing Safety Plan (CF1149).

***Ground Rules include the following:**

- The right to privacy.
- Time frame for the meeting- 60 to 90 minutes.
- Everyone will be treated with respect
- Only 1 person will speak at a time.
- Everyone will have an opportunity to speak and ask questions.
- Everyone will speak openly and honestly with each other and all concerns will be put on the table.

If domestic violence has been identified prior to the CSM, do not hold a meeting with the abuser and victim attending together. Two separate meetings may be necessary.

If domestic violence is suspected or becomes apparent during the meeting, refer to *Child Welfare Practices for Cases with Domestic Violence* at <http://dhsforms.hr.state.or.us/Forms/Served/CE9200.pdf>

From Procedure Manual Chapter 2 (Assessment Section 12)

Summarize the six questions from the **Safety Analysis Procedure to assist participants in understanding the identified safety threats during the CSM:

- 1) Length of time the family behaviors, conditions or circumstances posed a threat to child safety.
- 2) Frequency with which the family behaviors, conditions or circumstances posed a threat to child safety.
- 3) Predictability of the family behaviors, conditions or circumstances.

- 4) Specific times (during the day or week) that might require special attention due to the way in which the family behaviors, conditions or circumstances are occurring.
- 5) Identified individual or family behaviors, conditions or circumstances that prevent a caregiver from adequately functioning in his or her primary parenting role.
- 6) Anything else associated with, occurring at the same time as, or influencing the family behaviors, conditions or circumstances that pose a threat to child safety.