



New Hampshire Division for Children, Youth and Families Policy Manual

1508 SAFETY PLANNING

Chapter: Case Management Standards for CP and JJ Field Services

Section: Engaging Families

Approved:

Joseph E. Ribsam, Jr., DCYF Director

Policy Directive: **23-09**

Effective Date: **March 2023**

References Of Note

Federal Authority:

Statutes:

Administrative Rules:

Case Law:

This policy defines safety-planning practices when danger is identified with Division-involved families.

Required Practices

Any deviations to the following information must be documented with Supervisory Approval.

- I. CPSWs/JPOs must continually assess for danger relevant to all children in the home throughout the course of their involvement with a family.
- II. When danger is identified (i.e. through an approved standardized assessment tool, verified by credible report, or determined through the direct observation of the CPSW/JPO), the use of a safety plan must be considered and implemented if appropriate. Safety plans must:
 - A. Be a voluntary agreement made between parents/caregivers and DCYF;
 - B. Be an immediate, short-term (less than 10 days) strategy that provides children with appropriate adult supervision and care to ensure safety;
 - C. Be clear, detailed, and specific as to what the danger is and what actions will be taken or what actions/behaviors will cease in order to ensure safety;
 - D. Be created with parents/caregivers in language and terminology the family understands so it is clear to them why danger has been identified and what must be done about it;
 - E. Be reviewed with all participants, with consensus as to who will be doing/not doing what, and for how long;
 - F. Include one or more individuals and/or services as a safety network; and
 - G. Have a plan for follow-up within 7 days.

- III. When it is determined that an alternative caregiver is needed to ensure the safety of children:
 - A. Parents/caregivers must be able to identify an appropriate alternative caregiver;
 - B. Alternative caregivers must understand the presenting danger, agree to follow the safety plan, and be clear as to what action they will take if safety issues arise; and
 - C. CPSWs/JPPOs must assess the ability and willingness of identified alternative caregivers to abide by the plan prior to plan implementation.
- IV. Safety plans will be documented in the DCYF electronic information system in a timely manner.
- V. CPS/JJS Supervisors will review safety plans to ensure all danger indicators have been addressed appropriately with the family.
- VI. Details of safety plans must be shared with any safety network members/providers working with a family on the danger.
- VII. Safety plans are used as a short-term mitigation of danger when there is a need to intervene in the parent/child relationship to ensure the child's safety. CPSWs/JPPOs must:
 - A. Follow-up on all safety plans within 7 days, or sooner when circumstances warrant;
 - B. Conduct ongoing assessment of the appropriateness of a safety plan so long as it remains in effect; and
 - C. Consult with their Supervisor to determine appropriate actions to ensure safety if a safety plan is still necessary after 7 days.
- VIII. If a safety plan is still required at 10 days:
 - A. CPSWs will consult with their Supervisor and the CPS Staff Attorney, to determine next steps to ensure the children will be safe and the family will receive appropriate services, which will include consideration of:
 - 1. A DCYF-managed Voluntary Services case;
 - 2. A Before-Court case (also known as a B Case/Non-Court Case); or
 - 3. Court intervention; and
 - B. JPPOs will consult with their Supervisor (and the CPSW, CPSW's Supervisor, and CPS Attorney if there is an open CPS Assessment) to determine next steps to ensure the children and family will receive appropriate services.

Standard Operating Procedures		
SOP	Title	Applicable Disciplines
1508.1	Safety Plan Procedures - CPS	CPS
1508.2	Safety Plan Procedures - JJS	JJS

Applicable Forms	
Form	Title
1508	Safety Plan

Glossary and Document Specific Definitions

[A - B](#) [C - D](#) [E - F](#) [G - I](#) [J - L](#) [M - N](#) [O - Q](#) [R - S](#) [T - V](#) [W - Z](#)

For the Purpose of this Document:

“Safety” initially means the absence of danger to a child. Once danger has been identified, safety means actions of protection taken by the caregiver that mitigate the danger and are demonstrated over time.

“Safety Network” means one or more people who are not part of the household who agree to help keep the child(ren) safe from an identified danger until caregivers are able to demonstrate safety. This may include an alternative caregiver as applicable.

Document Change Log			
PD	Modification Made	Approved	Date