

# Review of agency's policies and procedures essay

[Literature](#), [Russian Literature](#)



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## **Abstract**

Usually, it is expected that prior to accepting a job offer the prospective employee becomes well acquainted with policies and procedures pertaining to the efficient functioning of the agency or organization concerned. More importantly, regulations regarding reporting of incidences do carry mandatory policies to ensure safety of clients and the organization as a whole. Precisely, when anyone enters a work environment inevitably, personal values infiltrate the level and quality of performance. As such, examining my philosophies in relation to these mandatory policies was pertinent to my success in this organization. My role as caregiver in this foster care group facility encompassed functioning within the agency's policies for the establishment of foster care dwellings within the county. The facility consisted of three youths ranging between the ages of 19-9 years old. The older two are females and one 10 year old boy.

## **Brief overview of policies.**

Policies and procedures are outlined by the Canadian Department of Child Protective Services in the particular area where the facility operates. As it relates to the home where I was placed, administrators and staff have to undergo a period of training in health care disciplines before they are hired to work in such capacity.

These include first Aid/ CPR; HIV / AIDS awareness; Occupational Health and Safety measures; incidence reporting procedures; assistance with the administration of medication; Food Handling and hold at least a certificate in Home Health AID practices. Also, every year each employee along with the administrator must produce a mandatory health certificate accompanied by a negative Tuberculosis test and background criminal check every 5 years. .  
(Helping families protecting children)

Besides, before approval is given for a child or person to be fostered in the facility there are spacing requirements which must be met as well. The facility where I worked the specified accommodation was only for three, based on the square footage of space available in the home. Clients admitted to the home must as well, have a clean health record for safe management in a non skilled health care environment. (Helping families protecting children)

Other underlying policies, apart from these strict legislations, issues pertaining to abuse, elopement; availability of clients to the ombudsman complaint centers have to be adhere to. Each client must have access to a

telephone line in cases of emergency to contact a social worker or a hot line of their choice. There must be a one on one staff ratio per client at all times.

### **Personal philosophical adjustments**

I had to become comfortable with the range of requirements needed to obtain the job in the first place. To me it was not necessary to have such rigid screening inclusive of yearly TB checks and health assessment. In relation to abuse, I was quite comfortable with those policies since it is my philosophy that corporal punishment has outlived its usefulness.

### **Critical Incident reporting procedure**

Critical incident reporting procedures were outlined in a separate document kept in the facility's emergency files. They included elopement of clients; fighting among or between clients and staff; sexual, verbal and physical abuse and physical injury due to faulty structures on the property. (Helping families protecting children)

### **The use of Supervision**

Upon arrival to the facility I met with the administrator under whose supervision I was, during my placement. My goal was to ensure that 10 years old Jimmy felt a sense of belonging and maintained it after I left. Therefore, activities were planned for this interaction to occur.

I played games with him; spoke about values such as love, peace, honesty, faith, integrity as well as joined him in the park for walks. When I left the facility this child was more integrated as an individual realizing that at least one person cared and loved him.

## **Developing Different policies**

While schedules of activities were planned for these young residents and they visited day care centers; attended schools; church and recreational events; in my opinion some policies in terms of establishment and maintenance of these facilities could be updated.

For example, instead of having staff going through training, which may not quite be relevant to this service, a case management approach can be utilized. These children could be visited regularly by case workers who plan care along with foster parents, rather than caregivers. Precisely, they are young; healthy and brilliant people who only need to be fed; sent to school and sleep. More importantly, they need to be validated.

## **References**

Helping families protecting children. Retrieved (2011, August 3) from <http://www.protectchildren.ca/app/en/>