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**Procedures when a child is reported to the Child Development Unit.**

Step 1 Reporting a child to the CDU	Observations	Recommendations	Actions
	<p><b>O.1.1.</b> It is often difficult to have a personal contact with a CDU officer, and ensure the follow-up.</p> <p>It happens that a person can call to refer a case and talk to a CDU officer. When the person calls for follow-up, it is often another CDU Officer who answers, and has no information about the case referred.</p> <p><b>O.1.2.</b> When the identity of the person who refers the child is revealed, the person might be threatened/judged/assaulted/verbally abused. In some cases, this makes it difficult for counsellors/psychologists/school directors to refer because of the existing risks.</p>	<p><b>R.1.1.</b> When a person phones the CDU, it is important to have the <b>name of CDU officer</b> (in each region) who will be taking charge of the case. This will facilitate the follow-up.</p> <p><b>R.1.2.</b> It is essential to maintain a <b>strict confidentiality of the identity of person who reports</b> the case when contacting the responsible party of the child. The officer of CDU could tell the responsible party that the school/organization has contacted the CDU without providing any details on the person's identity. The <b>security</b> of the person referring and of the child should be guaranteed.</p>	<p><b>A.1.1.</b> Mrs. Wendy Rose Gujadhur could communicate the names of CDU Officers (for each region) who can be contacted personally by the school/rector/counsellor. The aim is to establish a working collaborative relationship between both parties whilst ensuring regular follow-up.</p> <p><b>A.1.2. (1)</b> Mrs. Wendy Rose Gujadhur could remind the CDU officers about the importance of maintaining confidentiality AND security when contacting the responsible party of the child.</p> <p><b>A.1.2. (2)</b> The CDU officers could say that they are not allowed to share ANY information about their contact.</p>
Step 2 Assessment of the child who has been referred	Observations	Recommendations	Actions
	<p><b>O.2.1.</b> The CDU officers come to the school to interview the child without notice, without any confidentiality, and this can be traumatizing for the child and school community.</p> <p>This depends on a number of factors (transport facilities, presence of CDU officers) that are available at</p>	<p><b>R.2.1.</b> If there is no urgency/crisis, the CDU officers could phone the school before their visit. The school could then organize for the child to meet with the CDU officer discretely, without too much disruption.</p>	<p><b>A.2.1. (1)</b> Mrs. Wendy Rose Gujadhur could recommend this to the CDU officers if there is no urgency.</p> <p><b>A.2.1. (2)</b> It would be an urgent need to recruit more professional staff at the CDU so that the assessment of the child is done in the best</p>

	the time.		conditions.
	<b>O.2.2.</b> The interview with a child can be very long (for example, already happened 3 hours), and the interviewing techniques are not always appropriate/up to date.	<b>R.2.2. (1)</b> Include regular, up-to-date and practical training in the field of psychology, listening and counselling skills in the training of CDU Officers	<b>A.2.2. (1.1)</b> Mrs. Wendy Rose Gujadhur could contact Mrs. Patricia Charnier (tel: 971 2264) who gave a course in January on interviewing skills, in the context of child abuse/at risk, for all the CDU Officers (including the Family Welfare Officers)  <b>A.2.2. (1.2)</b> Members of the association of professionals in psychology (SPP) or other trainers could offer regular training to all the CDU officers in the field of psychology/counselling. This training will be focused on giving practical skills on how work in this particular field.
		<b>R.2.2. (2)</b> It would be very important for a psychologist to be present during the interview with a child. This can make the child feel more reassured, whilst ensuring that certain factors (length, appropriate time and place, questions asked) are taken into consideration.	<b>A.2.2. (2.1)</b> Some psychologists work for the CDU. They could be required in every case.  <b>A.2.2. (2.2.)</b> If there is a lack of professional and qualified staff, it would be an urgent for the CDU office to recruit more staff.  <b>A.2.2. (2.3.)</b> A list of the members of the SPP could also be given to have more contacts if needed. Most of these psychologists offer consultations in their private practice, and involves a cost that will need to be taken into consideration.
	<b>O.2.3.</b> The child or parents are often interviewed only once and it is not insufficient to establish a real assessment.	<b>R.2.3.</b> It would be precious that a child or the two of his parents/responsible parties are interviewed at least two times for the assessment.	<b>A.2.3.</b> This is time-consuming, and requires the involvement of a significant number of professional staff. If there is a lack of professional staff, it would be urgent for the CDU to consider recruiting more professional staff.
<b>Step 3 (1) In case a child is placed in a shelter</b>	<b>Observations</b>	<b>Recommendations</b>	<b>Actions</b>

	<p><b>O.3.1.</b> It is very traumatizing for a child to be placed in a shelter. Often the child is not given any explanations in regards to:</p> <ul style="list-style-type: none"> <li>• reasons that he/she will be placed in a shelter,</li> <li>• the length of the stay,</li> <li>• the frequency of contact with family members (other than abuser), school and friends.</li> </ul>	<p><b>R.3.1.</b> It would be essential for the CDU officers to communicate clearly and regularly, if they have the information, with the child on the following, and keep him/her up-to date with the possible outcomes (giving an approximate time-frame) the situation is evolving.</p>	<p><b>A.3.1. (1)</b> The CDU officers should maximize child-parent contact, if possible, by encouraging parents to visit their child on a weekly basis.</p> <p><b>A.3.1. (2)</b> If the parents are reluctant, it would be important to see if there is another family member/family friend who would be willing to keep contact with the child. This is of upmost importance to ensure the emotional well-being of the child.</p> <p><b>A.3.1. (3)</b> Once/If a policy decision is made by the office of the CDU, the CDU officers could give permission to school teachers to have regular contact with the child. This enables the child to still feel partly connected to his/her school community, and ensure ongoing care.</p>
	<p><b>O.3.2.</b> The contact between the child and the school counsellor is discontinued.</p>	<p><b>R.3.2.</b> A child who has been in counselling with a school counsellor before being placed in a shelter could continue to see the counsellor on a weekly basis. The counsellor could have a written permission of the CDU office to come to the shelter and visit the child.</p>	<p><b>A.3.2. (1)</b> The CDU Officers could ask the person who refers/director of the school/ or the child if he sees a counsellor/psychologist and ask for contact details to ensure a follow-up.</p> <p><b>A.3.2. (2)</b> The BEC/ICJM could send the list of school counsellors currently working in schools, and the list of the SPP members.</p> <p><b>A.3.2. (3)</b> Mrs. Wendy Rose Gujadhur could make propositions to the Board/ Minister for a decision to be made at policy level in this regards.</p>
	<p><b>O.3.3.</b> The psychologist who visits the shelter should ensure that weekly individual sessions are held with each child. This allows the child to establish a secure and ongoing relationship with the therapist, which will be beneficial to the child in the long-term.</p>	<p><b>R.3.3.</b> Children who are in catholic colleges and not already being followed by the counsellors in the college (because they have not been referred or self-referred) could be offered counselling services by the school counsellors of the BEC/ICJM.</p>	<p><b>A.3.3. (1)</b> The BEC/ICJM could send the list of school counsellors currently working in schools.</p>

<b>Step 3 (2) In case a child is not placed in a shelter but with another immediate family member/stays in family</b>	<b>Observations</b>	<b>Recommendations</b>	<b>Actions</b>
	<p><b>O.4.1.</b> Often, the child does not have regular and sufficient psychological support. The child might feel guilty/be anxious/ scared, and might need help on how to adjust to the family situation.</p>	<p><b>R.4.1.</b> Child could benefit from psychological help.</p>	<p><b>A.4.1.</b> If there is a lack of professional staff, it would be urgent for the CDU to consider recruiting more professional staff.</p>
	<p><b>O.4.2.</b> Often parents (biological or responsible party) do not have the psychological support to overcome this situation.</p>	<p><b>R.4.2.</b> Parents/Parent of the child could benefit from psychological help.</p>	<p><b>A.4.2.</b> If there is a lack of professional staff, it would be urgent for the CDU to consider recruiting more professional staff.</p>