

### Intake

- 3 If the rating for response time is in the high or medium range (i.e. within 48 hours or less), the worker ensures the safety of the child either through direct contact or through confirmation of the child's safety by a reliable source.
- 4 The worker *completes* the Safety Assessment form within the designated response time frame.
- 5 The worker consults with the supervisor or designate who reviews the safety assessment and proposed plan and upon review, the supervisor signs and dates the form.
- 6 The worker determines the current legal status of the child under *The Child and Family Services Act* (for example, at home, under apprehension, voluntary placement agreement, ward) and takes any legal steps required.
- 7 The worker refers all cases where a child may have been abused to the agency child abuse co-ordinator *within 14 days*.