

MANAGE CHILD ABUSE CASES

UNIT CODE: SW/OS/CP/CR/06/6/A

UNIT DESCRIPTION

This unit specifies the competencies required to manage child abuse cases. It involves establishing case history, preparing child for court case, presenting child in court and coordinating court orders.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function (to be stated in active)	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements (to be stated in passive voice) <i>Bold and italicized terms are elaborated in the Range</i>
1 Establish case history	1.1 Allegations <i>of child rights violation</i> are reported according to child rights protection policy framework 1.2 Child is assessed according to existing child protection policy framework 1.3 Immediate need assessment is determined based on nature of child rights violation 1.4 Law enforcement agencies and other stakeholders are networked with based on the nature of child rights violation 1.5 Social inquiry is conducted as per standard requirements 1.6 Child safety plan is prepared and executed according to rescue procedures 1.7 <i>Child safety requirements</i> are provided according to nature of child rights violation 1.8 Social inquiry report is prepared and shared according to standard requirements
2 Prepare child for court case	2.1 Psychological counselling of the child is carried out based on standard procedures 2.2 Pre-interviews are conducted as per child right protection policies 2.3 Networking with other law enforcement agencies is carried out in accordance with existing policy framework on child protection 2.4 Required <i>information documents</i> for evidence are prepared according to standard requirements
3 Present child in court	3.1 Follow up on court appearance dates is carried out

ELEMENT	PERFORMANCE CRITERIA
These describe the key outcomes which make up workplace function (to be stated in active)	These are assessable statements which specify the required level of performance for each of the elements (to be stated in passive voice) <i>Bold and italicized terms are elaborated in the Range</i>
	as per court advice 3.2 The child is accompanied to court according to child protection policy framework 3.3 Social inquiry report is presented in law court in accordance with court procedures 3.4 <i>Court orders</i> are received according to legal provisions and the nature of the case
4 Coordinate court orders	4.1 Court advice is received and executed according to legal requirements 4.2 Networking with other <i>law enforcement agencies and other stakeholders</i> in execution of court orders is undertaken as per legal requirements 4.3 Continuous progress reports are prepared and shared according to court orders issued 4.4 Reports are documented and updated in accordance with the CPIMS

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

VARIABLE	RANGE
1. Child rights violation may include but are not limited to:	<ul style="list-style-type: none"> • Sexual abuse <ul style="list-style-type: none"> ○ Defilement ○ Indecency ○ Indecent exposure • Physical abuse <ul style="list-style-type: none"> ○ Assault ○ Torture • Emotional abuse • Neglect • Child labor • Child trafficking

VARIABLE	RANGE
2. Child safety requirements may include but are not limited to:	<ul style="list-style-type: none"> • Placement • Counselling • Medical care • Alternative family care
3. Information documents may include but are not limited to:	<ul style="list-style-type: none"> • Birth certificates • Medical report • PRC form • Dully filled and stamped P3 form • Social inquiry report • School progress report • OB entry
4. Court orders may include but are not limited to:	<ul style="list-style-type: none"> • Access orders • Residence orders • Exclusion orders • Child assessment orders • Family assistance order • Ward ship order • Placement orders • Restraining orders • Production orders
5. Law enforcement agencies and other stakeholders may include but are not limited to:	<ul style="list-style-type: none"> • Police • Prosecution • Witness protection agencies • Local administration officers • Judicial officers <ul style="list-style-type: none"> ○ Lawyers ○ Magistrates ○ Judges • Department of children services • Civil society organizations

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Communication
- Reporting

- Analytical
- Teamwork
- Networking
- Counselling
- Coordination
- Advocacy
- Computer
- Child friendly skills
- Monitoring
- Innovative
- Creativity

Required Knowledge

The individual needs to demonstrate knowledge of:

- Child rights legislative and policy frameworks
- Child protection
- Child abuse indicators
- Sexual offense act
- Vulnerable children
- Child psychology
- Record management
- Basic legal knowledge
- Law enforcement agencies
- Child safety

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

<p>1 Critical Aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Conducted child interviews and prepared social inquiry report 1.2 Identified and liaised with law enforcement agencies and other stakeholders 1.3 Prepared and presented required documentation for evidence on child right violation 1.4 Executed court orders 1.5 Maintained child related records and file 1.6 Demonstrated understanding of child protection policies
<p>2 Resource Implications</p>	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Workstation 2.2 Legal instruments

	2.3 Stationery
3 Methods of Assessment	Competency in this unit may be assessed through: 3.1 Oral 3.2 Observation 3.3 Written 3.4 Case study 3.5 Third party
4 Context of Assessment	Competency may be assessed: 4.1 On-the-job 4.2 Off-the –job 4.3 During Industrial attachment
5 Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

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