

Order of Protection

Procedure:

Documentation

1. If a family states that they have an Order of Protection, staff must ask for a copy of the order.
2. Staff will send a copy of the Order of Protection into the Virginia Office to be scanned into the enrolled child's file. Staff will have access to the Order of Protection through the electronic filing system.
3. If a family refuses to give a copy of the Order of Protection, staff can contact law enforcement at any time and ask if there is an existing Order of Protection.
4. Staff will send in a change of application to the appropriate staff. Order of Protection will be documented in the electronic tracking system.

Reporting violation of an Order of Protection

1. At any time that the staff know or feel that the Order of Protection has been violated, law enforcement should be called.
2. Staff will report violations to law enforcement once they have left the home visit, conference, socialization, or the family has left the classroom.