

Date:

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Photographs of Legal Status 1 Children

When a child first goes missing – time is of the essence. It is important to notify all of the appropriate authorities, parents, court officials, etc. Part of the reporting process is to provide a current picture of the missing youth. Our own policy reflects the importance of having a current picture of every single youth in our care.

The Child Welfare Manual – Section 4, Chapter 4 (Working with Children), Subsection 1 – Children in Placements – states the following:

Upon entry into care, the case manager must either take or obtain a photograph of each child. An updated photo should be taken at least every six (6) months for children six (6) years old or younger and then once a year for older children. An updated photo should also be taken whenever the child's appearance changes. Staff should obtain a digital photograph whenever possible.

Tips for Child Photographs:

Photo should be a head-and-shoulders color photo in which the child's face is clearly seen, similar to a school portrait.

- The background should be plain or solid.
- The child should not be overly posed.
- There should be no other people, animals, or objects in the photo.
- The photograph should be taken indoors or out of direct sunlight.

Photos are to be uploaded to OnBase – General Alternative Care – Photographs

If the child on your caseload does not have a current picture uploaded – please ensure a photo is obtained at the next visit with each and every child.