

14. What agency policies or procedures apply when you or others encounter the following situations that raise legal questions?
- a. The client who appears to be a real threat to self (e.g., possible suicide)
I am obligated to report this to the proper authorities at the
_____ school and to inform the student of my obligation.

 - b. The client who appears to be a real threat to others
I must remove them from the situation with the assistance of
_____ the principal or SRO Officer.

 - c. The client who may not be mentally competent to care for him- or herself or to make legal, medical, or financial decisions
I will make a referral to an outside community resource.

 - d. The client who is a minor
Almost all of the clients are minors and as such many situations
_____ are governed by laws and procedures.

 - e. The client who is injured while in your agency or while participating in an agency program
An accident report must be filled out and the principal and
_____ Central Office Administration must be notified.

 - f. The client who insists on withdrawing from a treatment program or another agency service when doing so will place the client at risk of harm
If under a juvenile court order the clients withdrawal must be
_____ reported to the court and/or the probation officer.

 - g. The client who threatens harm to a social worker or other agency staff member
Immediate removal from school-zero tolerance policy.

 - h. The client who is suspected of or known to have committed a serious crime
I have a duty to report by law any suspected crime in which a
_____ minor child may be affected.

- i. The client who appears to need legal counsel or representation
A referral to Legal Aid will be made if asked by client.
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- j. The client who has been ordered by a court to receive certain services from your agency (e.g., assessment, treatment, and intervention)
I must report to juvenile court or probation any changes in status
which could include grades, attendance, or disciplinary reports.
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- k. The client who has clearly lied, withheld information, or falsified an application in order to become eligible for the benefits or services provided by your agency
This does not apply to school social work.
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- l. The client who states he or she intends to bring a lawsuit against a social worker or the agency
I would inform them that it is their right to do so. I would then
notify my superior of the conversation.
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15. What policies or procedures apply when you or others encounter the following situations and legal questions?

- a. How to proceed when a client requests the opportunity to read or copy his or her records (case file)
I would allow this as most of the information is available to
them by request at the school office.
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- b. How to obtain a client's permission to release his or her records to another agency or professional
I would thoroughly explain the criteria on the informed consent form, obtain their signature and give them a copy.
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- c. How to report suspected child or elder abuse and neglect
I have a duty to report suspected child abuse to:
1-877-542-2873
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- d. How to obtain a client's informed consent to participate in certain programs and services

I do not need an informed consent form because the school social worker does not offer any programs or services to clients.

- e. How to handle and record the receipt of gifts from a client or donations to the agency

I can not accept any gifts from clients but donations from area businesses may be accepted for use by the school but not me personally.

- f. How to respond when one receives a subpoena for client records or other confidential information

The records that school social workers have are already reported on required forms to juvenile court. My personal notes do not have to be included in this record.

- g. How to respond when one receives a subpoena to be a witness in a trial or court action

I must notify my supervisor of the court case.

Additional notes and comments:
