

PROVINCIAL ADVISORY COMMITTEE ON CHILD ABUSE

TERMS OF REFERENCE

The Provincial Advisory Committee on Child Abuse (PACCA) is a multi-disciplinary, multi-agency, community and cross-governmental body organized to meet regularly to consider issues related to all forms of child abuse, and to make recommendations to the Executive Director of the Child Protection and Support Services Branch and as appropriate to other Ministries, to improve the well-being of children and families.

STATEMENT OF PURPOSE:

The purpose of PACCA is to coordinate efforts to eliminate the abuse of children. It is established pursuant to a joint commitment of the Departments of Health, Education and Youth, Justice and Family Services and Housing to seek, explore, recommend and advocate ways of ensuring effective and efficient interdepartmental and interdisciplinary action is taken in the Province of Manitoba in regard to service delivery, professional development, public education, treatment, prevention and research, for those children in need of protection who are or may reasonably be said to be the victims of physical, sexual and/or emotional abuse.

Without diminishing the generality of the function which flows implicitly from this purpose, PACCA's principal activities are:

- (a) to advise and assist the Province of Manitoba generally and specifically, all key departments and disciplines, in facilitating and coordinating all joint interdepartmental and interdisciplinary efforts, dealing with legislation, policies, guidelines, protocols, standard setting and program planning, implementation and review, wherever possible and appropriate;
- (b) to promote research and education into child abuse and child protection; and
- (c) to facilitate interdepartmental and community cooperation and education in child protection.

STATEMENT OF GOVERNANCE:

1. The Executive Director of Child Protection and Support Services through the position of Secretary will continue to assume leadership for the planning, organization and facilitating of all regular PACCA meetings. The chairing of all regular PACCA meetings will be the responsibility of the Chair and/or Co-Chair of PACCA. The terms of said positions are to be for a period of one year and must be filled by current members of PACCA by way of majority vote.
2. The duties of the Chair and Co-Chair include but are not limited to acting as liaison with the media on behalf of PACCA. The Chair and Co-Chair must serve on the Executive Committee.
3. Each member appointed by the four Departments and participating agencies will be accountable for providing direct and formal linkage to and from his/her respective organization body. Each member will be expected to act in a senior decision-making capacity on behalf of that organizational body and to ensure full and open communications. In the case of information sharing within governmental departments, intellectual property of PACCA will be distributed to the Deputy Ministers of the relevant departments for consideration and/or action by the appropriate department representative on behalf of PACCA.

MEMBERSHIP ON PACCA:

1. Memberships on appointment under the authority of the four Departments and related agencies.
2. Membership consideration will be made to the Executive committee and may be recommended by PACCA where a consensus is reached in the opinion of the chair, subject to the approval of the sponsoring Department, Agency or other organization.
3. Appointment will be for a period of no less than three years, and thereafter reviewed on an annual basis by the Executive Committee, except where a member resigns or transfers to another position which is no longer related to the work of PACCA.
4. All members are expected to participate on at least one working committee.

5. Where a member fails to attend three meetings within the course of one year without sufficient reason, membership may lapse in the discretion of the Executive Committee and the Department or Agency from which the member comes will be notified in writing by the Planning Committee of PACCA. Application for representation will be made to the appropriate Deputy or equivalent by the Executive committee of PACCA.
6. Procedures under this part shall be upon notice before PACCA.

MEETINGS:

1. PACCA will meet as a Committee-of-the-whole no less than two times each year or as otherwise required. Working committees generally meet on a bi-monthly basis.

FUNCTIONS OF THE PROVINCIAL ADVISORY COMMITTEE ON CHILD ABUSE:

The Provincial Advisory Committee on Child Abuse will be responsible for advice for the following specific functions:

1. *Service Delivery*

1. Ongoing interdepartmental and interdisciplinary planning and development of legislation, policy, guidelines, protocols and strategies.
 - a. ***Policies*** – such as multidisciplinary committee membership (i.e. on community based abuse teams consistent with the province's overall approach and philosophy);
 - b. ***Provincial guidelines*** – involving law enforcement, child and family services, physicians and medical/health staff, nurses, teachers, social workers, child care workers, crown attorneys, judges and other related professionals;
 - c. ***Professional protocols*** – physicians, teachers, social workers, law enforcement, nursing, child care workers, crown attorneys and other related professions;

- d. ***Evaluation*** –
 - i. determining the current levels of child abuse in the Province of Manitoba;
 - ii. setting targets for reduction which include numbers and time lines;
 - iii. directing and developing strategies towards these ends;
 - iv. evaluating impact of strategies regularly and adapt where necessary;
 - v. producing reports as appropriate on these objectives;
 - e. ***Treatment*** – to promote an interdepartmental continuum of treatment services for abuse children and their families.
2. Standard setting: for establishment, development, monitoring and ongoing update of the basic statement of the province’s philosophy, values and beliefs as they pertain to the delivery of services and are reflected in provincial guidelines, protocol and planning strategies.
 3. Recommendation on interdepartmental and interdisciplinary coordination of program planning, implementation and subsequent review.
 4. New resources for front-line staff through improved federal/provincial/territorial cost sharing programs to deal with critical gaps in services involving investigation, prosecution, healing and treatment and public education.
 5. Information sharing: Where not otherwise prevented by law, information shall be shared among members of PACCA where the object is to lessen or prevent the possibility of child abuse.

II. Multidisciplinary Professional Development

1. Advocate for and take specific action in regard to the establishment and development of appropriate training and education programs.
2. Provide consultation, support and direction for related regional, provincial and federal workshops and conferences.
3. Review and support funding request for major training and educational programs/projects.

III. Public Awareness and Education

1. Advocate for public education programs dealing with the identification, reporting, intervention and prevention of child abuse.

IV. Prevention

1. Advocate for primary, secondary and tertiary prevention services for all children and their families, especially those considered to be at or potentially at “high risk” of abuse.

V. Research

1. Promote research into child abuse.

VI. Committee Meetings

1. **Records** – Minutes shall be kept of the meetings of PACCA by the Secretary. A summary will be distributed.
2. All meetings shall be held in camera unless by invitation of the Secretary, as may be advised by the Chair.
3. The confidentiality of proceedings of PACCA meetings shall be maintained, in order to maximize full and frank discussion. Statements to the media shall be made by the Chair or Co-Chair only after the recommendation of the Committee, and after consultation with the Executive Director of the Child Protection and Support Services Branch, or appropriate Minister, as the case may be.
4. Communications to Government on specific issues shall be under the hand of the Chair or Co-Chair of PACCA.

PACCA EXECUTIVE COMMITTEE

Duties and Responsibilities:

1. Receive all initiatives and prioritize for general acceptance/rejection;
 2. Develop the subcommittee necessary to carry out the initiative;
 3. Monitor membership of PACCA and take forward nominations for new members;
 4. Monitor the flow of information and relevant educational issues among members;
 5. Develop the agenda and determine those who will present;
 6. Establish the chair and co-chair on an annual basis.
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