



PEI Kinship-Friendly Practice Toolkit

A practical implementation package for schools, health services, social services, courts, community organizations, employers and other professionals supporting grandparents, relatives and other kinship caregivers.

1 Recognize the family

Use inclusive forms and distinguish the day-to-day caregiver from legal authority.

2 Stabilize the placement

Resolve urgent safety, medication, school, housing, benefits and contact questions.

3 Hear the child

Include the child's views without making the child responsible for adult decisions.

4 Engage kin

Identify relatives, siblings, family friends and cultural connections beyond full-time placement.

5 Make the handoff work

Use warm referrals, clear ownership and follow-up instead of referral loops.

6 Learn from the pattern

Track recurring barriers and evaluate whether programs actually help families connect.

Use the toolkit as a menu, not a checklist every family must complete. Choose the tools that fit the service, family situation and legal responsibilities.



Core Practice Tools

10 Things Professionals Should Know About Grandfamilies

Quick orientation for staff who are new to kinship care.

Kinship-Friendly Organization Checklist

Whole-organization review of access, language, privacy and referrals.

Kinship-Friendly Form Audit

Detailed audit of registration, intake and consent forms.

First 30 Days Kinship Support Checklist

Early placement support across safety, school, health and basic needs.

Family & Kin Network Map

Identify important relatives, siblings, family friends and cultural connections.

Child & Youth Voice Conversation Sheet

Prepare an age-appropriate conversation and separate the child's words from adult interpretation.

Kinship Case Conference Checklist

Structure multi-service meetings and assign clear responsibilities.

Professional Kinship Referral Checklist

Make a consent-based referral without oversharing.

Warm Referral & Follow-up Log

Track whether the caregiver actually reached the service.

Peer Support Group Session Planner

Plan useful peer support with privacy, safety and referral boundaries.



Suggested Use by Setting

Schools

Start with the professional grandfamilies guide, school handoff guide, Form Audit and Child & Youth Voice sheet.

Health services

Use the health-professional guide, discharge-planning guide, Form Audit and warm-referral tools.

Child and family services

Use kin identification, care pathways, First 30 Days checklist, Case Conference checklist and family-connection resources.

Courts and legal services

Use care pathways, family-court practice guide, Child & Youth Voice material and caregiver advocacy tools.

Community organizations

Use the Kinship-Friendly Organization Checklist, Form Audit, referral checklist and community-support guide.

Peer-support programs

Use the facilitator guide, session planner, Who Do I Call directory and warm-referral tools.

Government and funders

Use the PEI Facts page, data and research priorities, kin-friendly PEI framework and evaluation guide.



Using the Toolkit Responsibly

- Use official legislation, policy and program pages when a current legal or eligibility rule matters.
- Do not use the toolkit as a substitute for legal advice, clinical assessment, emergency response or Child Protection decision-making.
- Collect only the information needed for the service being provided.
- Explain limits to privacy or confidentiality before asking sensitive questions.
- Keep the child's views separate from adult interpretation and adult responsibility for the final decision.
- Use caregiver consent before sharing contact information for a community referral.
- Track recurring system barriers without building a second case file about the child.
- Review tools periodically as PEI law, programs and service pathways change.

Online toolkit

grandfamiliesinc.com/pei-kinship-practice-toolkit.html

Professional education hub: grandfamiliesinc.com/educators-professionals.html

Professional referral: grandfamiliesinc.com/professional-referral.html

Caregiver navigator: grandfamiliesinc.com/support-navigator.html