

# PROVISION OF INFORMATION TO CARE LEAVERS

Pursuant to section 153 of the Children and Young People (Safety) Act 2017

## Care leaver's application



Government of South Australia  
Department for Child Protection

### DETAILS OF APPLICANT

Title (Mr/Mrs/Ms/Miss):  Date of Birth:

Given Names:  Surname:

Previous Names (AKA):

Postal Address:  Postcode:

Contact number: (Home) (  )  (Mobile)

Email:

### DETAILS OF REQUEST

I am seeking access to the following categories of documents (*please tick all that apply*):

- State ward index cards**  
*Shows placement history and admission details to homes and institutions. They can also include comments and remarks about the child's progress in care as well as medical and health information.*
- Court orders and application (including annexures)**  
*Includes information and supporting documentation directly related to the removal of the child, for example, the court application to the Youth Court and affidavits in support of the application. The annexures can also include social background reports, assessments and other reports relevant to the court application.*
- Case plans and Annual reviews**  
*Periodic reports relating to the child's progress in care including life domains, decision-making and future recommendations for the child's social, emotional and physical wellbeing.*
- Intakes and Notification of abuse or neglect**  
*Reports made to the department about suspected child abuse.*
- Access/Family contact plan information**  
*Generated for the purpose of recording all accesses with birth family. Family contact plans are documents containing information relating to the child's contact with their family. This can include information about family identity, relationships within the family and expectations of family contact.*
- Medical and Psychological records, reports and assessments**  
*Include information regarding physical, emotional and psychological health.*
- Educational records and reports**  
*Include school reports, education programs including achievements, information and assessments around educational progress including learning strengths and/or plans in place to assist the child in any areas of educational need.*
- Juvenile justice information**  
*Documents comprise of court orders, bail agreements and other court documents relating to juvenile offending. This also includes information about secure care and progress in training centres, assessment reports and community service orders and case notes. (DCP only holds records up until 2012. For records after 2012 you will need to apply to the Department for Communities and Social Inclusion)*
- Case notes and case summaries**  
*Entries made onto continuation sheets and/or databases regarding the day to day activities of the social worker in relation to case managing the child. Case summaries are documents outlining case history and direction, including consultations undertaken and outcomes of decisions made.*
- Placement information / alternative care documents**  
*Provide important information about placement history for the child and recommendations about alternative care that is in the child's best interest.*

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### DETAILS OF REQUEST CONTINUED...

Unless there is some reason in the guideline why it should not do so, DCP must provide a copy of the following documents if held in departmental records:

- Birth certificate
- Religious certificates
- Certificates of achievement
- Correspondence addressed to the prescribed person
- Education and training reports
- Passport
- Photographs

Section 153(3)(b) provides that a prescribed person can also request other information held in DCP records:

*(Please provide a clear description of the information you are requesting. If you are uncertain about the information that DCP may hold about you, please contact us to discuss.)*

<i>Other documents required (Please specify):</i>

### ADOPTION INFORMATION

If the documents or information that you have requested in this form include adoption information, DCP may refuse to provide the document or information, or may redact the document, because it is adoption information. If this occurs you may make an application under s 27 of the *Adoption Act 1988* to obtain adoption information. You can make such an application by indicating below that you want to do so.

- If the documents or information that I have requested contain adoption information, I wish to apply under s 27 of the *Adoption Act 1988* to obtain that information.

### FORM OF ACCESS

I would prefer to access my documents in the following format *(please tick one of these)*:

- Paper copy of the documents to my postal address
- Electronic copy (USB or CD-ROM) of the documents sent to my postal address
- Copies of the documents sent to my email address

### APPLICANT SIGNATURE

*\* I declare that the information provided is true and correct to the best of my knowledge, and is not false or misleading information.*

Signed:

Date:

### CONTACT DETAILS

Please send your completed application, supporting identification and documents to:

Freedom of Information Team  
Department for Child Protection  
GPO Box 1072  
ADELAIDE SA 5001

Or email to: [DCP.FOI@sa.gov.au](mailto:DCP.FOI@sa.gov.au)

Website: [www.childprotection.sa.gov.au](http://www.childprotection.sa.gov.au)  
Phone: (08) 8226 4399

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## APPLICATION CHECKLIST

### Application for your personal records

- Signed application form
- Please provide photocopied identification that has a current address and signature – such as one or more of the following –
  - Drivers Licence
  - Health Care / Centrelink card
  - Proof of age card
  - Passport
- If applicable – proof of any changes of name (for example, through marriage)

### Application for another person's records

- All documents as described above plus the following –
- Written consent from Family member(s)**

*(You may wish to request a consent form from our office. The consent form will need to be completed and signed by the relevant family member whose information you are requesting. This form once completed provides your family member's consent to allow us to release information about them to you.)*
- If the family member is deceased, one of the following:**
  - Death certificate
  - Death notice from a newspaper
- Proof of relationship with the relevant family member (next of kin). This requires documentation showing a clear link between them and yourself and may include:**
  - Family member's birth certificate
  - Marriage Certificates / Change of Name Certificate if family member has changed names
  - Death certificate

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Please send your application with **ALL** supporting documents.

If all supporting documents are not lodged with your request, then your application may be invalid/incomplete.

Please contact the Freedom of Information Team if you have any queries on: **(08) 8226 4399** or [DCP.FOI@sa.gov.au](mailto:DCP.FOI@sa.gov.au)