

Children's Residential Facility Licence update

Change to licence renewal requirements for Children's Residential Facility Licences from 22nd October 2018 to support psychological assessment requirements

To assist with the legislative changes this correspondence will provide clarification on the **additional** documentation required to support psychological assessment requirements when completing the Children's Residential Facility Licence application or renewal process.

Please be aware that as of the 22nd October 2018 all staff working in Children's Residential Facilities who provide services to children under the custody or guardianship of the DCP Chief Executive will be required to complete a psychological assessment irrespective of the number of children residing at the facility. This is in line with the regulations passed on the 18th October and the [gazetted](#) notice published by the Chief Executive, DCP (page 3811).

In line with the regulations a psychological/psychometric assessment is to be conducted as soon as reasonably practicable after the person is employed. A transitional period of 18 months has been granted to allow those affected to plan and execute a strategy to achieve full compliance with this legislative requirement.

To comply with the new legislation, the DCP Service Contracts and Licensing team has revised the *Foster Care Agency and Children's Residential Facility Guidelines (2018)* to reflect the new requirements. The updated version of this is attached for your information.

What are the changes to the guidelines?

The new guidelines require the provision of information on your organisations policies, processes and practices associated with the introduction of psychological assessment requirements. The specific areas include:

Psychological / Psychometric Assessment Records and Policy (Refer Pg. 17 of Licensing Guidelines)

- Implement a compliance register – containing details such as CRF staff Psychological/ Psychometric Assessment suitability, names, status, dates and other specified relevant information
- Demonstrate and detail a progressive strategy for staff testing during legislative transitional arrangements period

The changes are also reflected in the **checklist of documentation for the renewal of a children's residential facility licence** which will be sent to agencies to complete in anticipation of a licence renewal.

What does this mean for you?

As a Licenced Operator, when you commence the licence renewal process from 22nd October 2018 you will be required to provide evidence of the following:

- 1. Psychological/ Psychometric Assessment Records and Policy including any supporting documentation, including details of your organisation's strategy to complete staff assessments during the transition period**

A draft policy will be acceptable and evidence to support the implementation of this requirement into your organisational HR process and procedures. Once provided, there will not be a requirement to re-



submit for each subsequent licence renewal unless there has been an update to any of the information previously provided (i.e. finalisation and implementation of a policy previously in draft).

Each organisation is expected to maintain a register detailing the staff psychologically assessed and the outcomes of the assessment. This is similar to the existing CRES requirement.

The DCP Licensing team will only be utilising the information for the purpose of validating compliance with the licensing requirement.

As you would be aware from recent DCP forums, a centralised database of all psychometric assessments is being established by DCP. When this database is established we will review the information collected through that process to support licensing compliance requirements.

Thank you for your patience and understanding as we all adapt to the new licensing legislative requirements and the reporting and compliance activities that they introduce. If you have any further questions or require any further information or clarification on any of the above, please contact Lisa Barnes on 8226 6896 or email Lisa.barnes@sa.gov.au.