



Manual of Practice: Place a child or young person in care chapter

The Department for Child Protection (DCP) Manual of Practice has been developed to support and guide DCP staff to undertake child protection practice. The Manual of Practice is reviewed and updated regularly to ensure it provides best practice guidance to staff based on research and in alignment with relevant legislation. DCP practitioners are encouraged to apply professional judgment to each individual child protection case in its specific context.

The DCP Manual of Practice contains links to websites that are external to DCP. DCP takes reasonable care in linking to websites but has no direct control over the content of the linked sites, or the changes that may occur to the content on those sites. It is the responsibility of users to make decisions about the accuracy, currency, reliability and correctness of information contained in linked external websites.

Purpose

To support the placement of children and young people in safe, nurturing, stable and secure environments. This includes placement of children and young people in care both subsequent to removal and when a placement change is required.

Scope

All DCP staff responsible for:

- case management of children and young people in care
- providing support to kinship carers
- providing care in a residential care placement.

The term ‘DCP case worker’ is used throughout the Manual of Practice to refer to the range of roles held by DCP staff with case management responsibility. Certain powers and functions prescribed by the *Children and Young People (Safety) Act 2017* can only be exercised by DCP staff in specified roles. DCP staff must refer to both the [Guide to authorisations and delegation of powers and functions - by legislative provision](#) and the [Authorised child protection officers – list of positions eligible for authorisation](#) for guidance about what powers can be exercised within their role. It is the decision maker’s responsibility to ensure they have the appropriate delegation so that decisions are lawfully made.

‘Aboriginal and Torres Strait Islander’ is used throughout the Manual of Practice to refer to all people who identify as Aboriginal, Torres Strait Islander or both Aboriginal and Torres Strait Islander. Efforts should be made to explore the specific Nation group or Language group an Aboriginal or Torres Strait Islander infant, child or young person may identify with, acknowledging that a family may not hold information about this due to experiences of cultural dispossession.

The term ‘culturally and linguistically diverse (CALD) background’ is used throughout the Manual of Practice to refer to all children and young people, families and communities from culturally and linguistically diverse backgrounds, inclusive of those who identify as belonging to new and emerging Communities (NECs).

Principles

- The safety of children and young people is the paramount consideration.



- Timely, holistic assessment is essential to identifying and meeting the needs of children and young people.
- Preference is given to safe placements with a person with whom the child or young person has an existing relationship.
- Attention is paid to early, thorough scoping of kinship placements and other supports within the child or young person's family (inclusive of extended family, other kin and significant connections).
- The placement of Aboriginal and Torres Strait Islander infants, children and young people is consistent with the [Aboriginal and Torres Strait Islander Child Placement Principle \(ATSICPP\)](#).
- The placement of children and young people from culturally and linguistically diverse (CALD) backgrounds is consistent with the [Culturally and linguistically diverse child placement Policy](#).
- Decision making processes are transparent and staff are accountable for their decisions.

Significant decision making with Aboriginal and Torres Strait Islander infants, children and young people

When placing an Aboriginal or Torres Strait Islander infant, child or young person in care, the following decisions are considered significant:

- decisions about where and with whom the infant, child or young person will live
- decisions about how to maintain and support the infant, child or young person's relationships with family, kin, community, culture and Country within their placement.

[Family led decision making](#) is enabled when Aboriginal and Torres Strait Islander infants, children, young people and their families are supported to participate in these decisions. For further practice support when working with Aboriginal and Torres Strait Islander infants, children, young people and families, refer to the Aboriginal and Torres Strait Islander Child Placement Principle (ATSICPP) active effort prompts throughout this chapter and the [Aboriginal and Torres Strait Islander Child Placement Principle Practice Paper](#).

Authority

Sections 11, 12, 41, 45, 53, 71, 72, 77, 79, 80, 81, 84, 96 and 103 of the [Children and Young People \(Safety\) Act 2017](#) (CYPS Act).

Regulations 18A and 20 of the [Children and Young People \(Safety\) Regulations 2017](#) (CYPS Regulations)

[Child Safety \(Prohibited Persons\) Act 2016](#)

Flowchart

[Place a child or young person in care flowchart](#)

Key steps

1. Gather and assess information to identify placement pathways
2. Make a placement request (if required)
3. Assess and seek approval for a temporary placement (if required)



4. Consult with a recognised organisation (for Aboriginal and Torres Strait Islander infants, children and young people)
5. Record the placement decision
6. Prepare for the placement
7. Support the move to the placement

1. Gather and assess information to identify placement pathways

To be placed in care the child or young person must be under the custody or guardianship of the Chief Executive. Under the *Children and Young People (Safety) Act 2017* (CYPS Act), this may include:

- a voluntary custody agreement (section 96 of the CYPS Act)
- custody following removal (section 41 of the CYPS Act)
- an instrument of guardianship (section 45 of the CYPS Act)
- a short-term custody or guardianship order (section 53 of the CYPS Act)
- a long-term guardianship order (section 53 of the CYPS Act).

The legal basis for the placement must be recorded in the 'Authorities' tab in C3MS.

A placement period cannot extend beyond the end date of the authority under which the child or young person is placed.

Section 11(1) of the CYPS Act sets out the following principles for placing children and young people in care:

- children and young people must be placed in a safe, nurturing, stable and secure environment
- the preferred option is for the child or young person to be placed with a person with whom they have an existing relationship
- approved carers are entitled to be, and should be, involved in decision making about children and young people in their care.

The Aboriginal and Torres Strait Islander Child Placement Principle (ATSICPP) must be applied to any decision about placing an Aboriginal and Torres Strait Islander infant, child or young person in care. The objects of section 12 include:

- maintaining Aboriginal and Torres Strait Islander infants, children and young people's connections to their family and culture
- enabling Aboriginal and Torres Strait Islander people to participate in the care and protection of their infants, children and young people
- encouraging Aboriginal and Torres Strait Islander people, their infants, children and young people and State authorities to act in partnership when making decisions
- pursuant to section 12(3) of the CYPS Act, ensuring placement decisions are compliant with the Aboriginal and Torres Strait Islander Child Placement Principle placement hierarchy.

The objects of section 12 of the CYPS Act are achieved through the application of active efforts to implement all elements of the ATSICPP. These elements are:

- the precursor, Identification
- Prevention
- Participation



- Partnership
- Connection
- Placement.

For further guidance about the elements of the ATSICPP and the application of active efforts, refer to the [Aboriginal and Torres Strait Islander Child Placement Principle Practice Paper](#).

Children and young people in the custody and under the guardianship of the Chief Executive must be placed:

- with an approved carer (under section 71 of the CYPS Act)
- with a non-approved carer in a temporary placement (under section 77 of the CYPS Act), or
- in a residential care facility (as set out under section 103 of the CYPS Act).

Gather and consider information about the child or young person's placement needs

Early and thorough information gathering is important to inform timely assessment, case conceptualisation and decision making.

The DCP case worker should seek information about the child or young person and their needs from a range of sources, including (but not limited to):

- the child or young person (developmentally appropriate)
- parents
- other family and kin
- professionals or other parties working with the child or young person, such as:
 - educators
 - counsellors
 - therapists
 - health professionals
 - allied health professionals
 - disability specialists
- C3MS records (such as the Relationships Tab, genograms, ecomaps, child protection history and case notes, including those from closed cases)
- professional reports or assessments (where available)
- the child or young person's case plan (where available).

When requesting information from other professionals and parties, refer to [Gather information](#) in the Information gathering and sharing chapter of the Manual of Practice.



Partnership

Aboriginal and Torres Strait Islander Child Placement Principle active effort prompt

Explore any Aboriginal and Torres Strait Islander-specific service providers the family may have engaged with previously and seek consent from the family to engage with these services. Forming partnerships with services such as Aboriginal Community Controlled Organisations (ACCOs) early on (where possible) is important for identifying current or future support options for the infant, child or young person and their family. Whilst they may or may not have worked directly with the family, they may know of the child or young person's family or kinship networks through the work they do with community.

Some information about a child or young person may not be known when they first enter care. The DCP case worker should continue to gather information throughout the child or young person's time in care. This ensures that a broad range of information is available to support regular re-assessment and re-conceptualisation. For further guidance about this process, refer to the DCP Assessment framework.

When there are changes in the child or young person's needs or circumstances, the DCP case worker should also consider undertaking a [case plan review](#).

Life domain	Key considerations
Case direction	<ul style="list-style-type: none"> • What authorities are in place? • When does the current authority expire? • Will future authorities be sought? • Is reunification being considered or pursued?
Family and significant relationships	<ul style="list-style-type: none"> • What plans are in place for the child or young person's contact arrangements, including with parents, siblings and other significant people? • Does the child or young person have a positive connection to a particular location? • Is there are preference for them to be placed in a specific location to facilitate contact? • What are the child or young person's commitments and needs, and how can these be best met? Consider interpersonal relationships, child care and school, extracurricular activities or other services accessed by the child or young person.
Aboriginal and Torres Strait Islander culture and identity (where applicable)	<ul style="list-style-type: none"> • What is known about the infant, child or young person Nation/s and language group/s? • What is known about the infant, child or young person's kinship networks (for example, their moiety, skin name, or totem/s)? • Where is the infant, child or young person's Country?



Life domain	Key considerations
	<ul style="list-style-type: none"> • What community/ies is the infant, child or young person connected to? This can include the community connected to their Nation or Language group, the community they live in, or the community they are accepted in. • What is known about cultural supports or culturally appropriate services the infant, child or young person and/or their family is accessing or has used in the past?
Culturally and linguistically diverse culture and identity (where applicable)	<ul style="list-style-type: none"> • What is known about the child or young person's nationality, ethnicity, language and religion (where appropriate)? • Does the child or young person have religious observances or other cultural requirements (such as prayer, dress, diet or grooming)? • Are there cultural norms or practices observed by the child or young person's family that the child or young person's carer/s will need to be aware of?
Physical health	<ul style="list-style-type: none"> • What referrals or assessments are planned (for example, a Preliminary Health Check or Comprehensive Health and Development Assessment)? • What health services is the child or young person currently connected to? • Does the child or young person have upcoming health appointments? • Does the child or young person have complex or high health needs? • Does the child or young person have care plans, equipment requirements or nursing care needs? • Does the child or young person take prescribed medication? Is specialist knowledge or management required? Does the child or young person require further prescriptions?
Developmental progress and disability	<ul style="list-style-type: none"> • What is known about the child or young person's current developmental level of functioning? • Does the child or young person have any known diagnoses or identified support needs? • Does the child or young person have a NDIS plan in place? • Does the child or young person have specific support needs (such as support plans, assistive technology or equipment or therapy needs)? Are they accessing specialist supports, including allied health services? • Does the child or young person have a behaviour support plan in place and/or a behaviour support practitioner?
Psychological and emotional needs	<ul style="list-style-type: none"> • What is known about the child or young person's trauma experiences?



Life domain	Key considerations
	<ul style="list-style-type: none"> • What would best support the child or young person’s healing from trauma? • What is known about the child or young person’s trauma triggers (for example, have they expressed preferences about physical touch, not being comfortable with people of a specific gender)? • Has the child or young person displayed specific trauma-related behaviours? • Are there known behaviour management strategies that work for the child or young person? • For older children and young people, are there known concerns about self harm or suicidal ideation (if yes, is there a self-harm or suicide prevention plan in place)?
<p>Education and/or employment</p>	<ul style="list-style-type: none"> • Is the child or young person attending childcare, preschool or school? • Where is the child or young person attending? • Is the child or young person participating in any extracurricular activities? • What supports is the child or young person receiving through school? • What assessments have the school done/are they intending to do? • What is known about the child or young person’s peer relationships?
<p>Routines, likes/dislikes and interests</p>	<ul style="list-style-type: none"> • What is known about the child or young person’s routines (such as mornings/evenings, bedtime, school and meals)? • What is known about the child or young person’s likes and dislikes? • Does the child or young person have specific food preferences (for example, sensory needs, favourite foods)? • What is known about the child or young person’s interests, extracurricular activities or favourite recreational activities?
<p>Day to day care needs</p>	<ul style="list-style-type: none"> • Are specific items needed to meet the child’s day to day care needs, such as a cot, a pram, high chair, or car seat? • Does the child or young person have adequate clothing, shoes and other apparel? • What is the capacity of the proposed placement’s ability to meet the needs?



Participation

Aboriginal and Torres Strait Islander Child Placement Principle active effort prompt

.Collaboration with family and can inform thorough assessment of the infant, child or young person's placement needs.

When a infant, child or young person is in care, their family may be reluctant to provide information. This may be due to a range of reasons, including (but not limited to):

- past negative experiences with statutory child protection authorities
- fear of further DCP intervention with other family and kin
- other concerns about how this information will be gathered, stored and used.

It is important to:

- engage decision makers from within the infant, child or young person's family and kinship networks, such as extended family, Elders or other people with cultural authority within the family
- continue to explore the infant, child or young person's kinship system throughout their time in care
- be transparent about what information is being gathered for and why
- consider a range of strategies to continue to respectfully engage with family and support their involvement in decision making about the child or young person's ongoing relationships and connection with their culture.

For comprehensive guidance about Aboriginal and Torres Strait Islander kinship systems, refer to '[Identify and respond to the cultural needs of Aboriginal and Torres Strait Islander infants, children and young people](#)' in the Supporting children and young people in care chapter of the Manual of Practice.

Consider the specific placement needs of the child or young person

Wherever possible, every effort should be made to gather relevant information to inform placement decision making.

Decisions should be made on the basis of the child or young person's individual needs and circumstances. These decisions may also be impacted by the time available, placement matching information and placement options.

Multiple placement considerations (such as sibling groups, cultural identity, developmental progress and disability or gender diversity) may be applicable to the child or young person's circumstances.



Connection

Aboriginal and Torres Strait Islander Child Placement Principle active effort prompt

It is critical to develop the Aboriginal Cultural Identity Support Tool (ACIST) in partnership with family, kin and community to actively support the infant, child or young person's relationships and cultural identity development.

These plans must be resourced, implemented and reviewed.

Placement of sibling groups

The first preference is for siblings to be placed together where this is assessed as safe. The DCP case worker must also consider whether this is in the best interests of each child or young person in the sibling group.

Factors to consider when making this decision include:

- the ages and needs of each of the siblings
- whether the proposed carers have sufficient capacity and support to sustain the placement
- the nature of the relationship between the siblings
- the role and responsibilities each sibling has previously undertaken within the family and whether this was appropriate (for example, parentification of siblings)
- any history of harmful sexual behaviour or other violent, harmful or unsafe behaviour within the sibling group
- the cultural needs of the child or young person (including circumstances where siblings are of different cultural backgrounds).

It is recommended that the DCP case worker consult with a DCP psychologist where there concerns about the potential impact of placing siblings together.

Where appropriate, the DCP case worker must also consider completing the [Assessment Protocol: Peer to peer harmful sexual behaviour involving children or young people in care](#). This assessment should be completed in conjunction with carers where relevant. The assessment should be used to inform decisions about placement to safeguard siblings from harmful sexual behaviour.



Connection

Aboriginal and Torres Strait Islander Child Placement Principle active effort prompt

Keeping siblings together (where safe) supports connection to family. Placing siblings together can support the child or young person's feelings of belonging in their placement. Siblings' shared stories and histories can support children and young people's identity development, and enable them to develop lifelong family bonds. If it is not possible for siblings to be placed together, develop and implement plans to facilitate sibling contact.

Where siblings cannot be placed together, proactive efforts should be made to ensure regular contact where safe and appropriate. For further guidance about contact arrangements, refer to [Support the child or young person to develop and maintain family connections through contact arrangements](#) in the Supporting children and young people in care chapter of the Manual of Practice.



Placement of an Aboriginal or Torres Strait Islander infant, child or young person

Apply all elements of the Aboriginal and Torres Strait Islander Child Placement Principle

When placing an Aboriginal or Torres Strait Islander infant, child or young person, the [Aboriginal and Torres Strait Islander Child Placement Principle](#) (ATSICPP) must be applied. The intent of the ATSICPP is to ensure the child or young person's connection to their family, kin, community, identity, culture and Country is supported to the fullest extent.

It is critical that all elements of the Principle (Prevention, Participation, Partnership, Placement, Connection and the precursor Identification) are applied to ensure that:

- active efforts are undertaken to establish, explore and affirm the infant, child or young person's cultural identity
- all options for safely placing the infant, child or young person with their family and in culture have been explored, considered and assessed
- the infant, child or young person is given the support they need to maintain connection to their family, kin and culture (which includes, but is not limited to, placement)
- Aboriginal and Torres Strait Islander family and community participate and decision making about the infant, child or young person's care to the fullest extent possible.

Seek placement options in accordance with placement hierarchy pursuant to section 12 of the CYPS Act

The infant, child or young person should, if reasonably practicable, be placed with one of the following persons (in order of priority):

- a member of the child or young person's family
- a member of the child or young person's community who has a relationship of responsibility for the child or young person
- a member of the child or young person's community
- a person of Aboriginal or Torres Strait Islander cultural background (as the case requires) determined in accordance with Aboriginal or Torres Strait Islander traditional practice or custom.

Undertake active efforts

Active efforts must be made to exhaust all placement options at each level of the hierarchy before considering a lower level placement. Active efforts include (but are not limited to):

- undertaking family finding and mapping in partnership with the child or young person, their family and kin, and where applicable, other Aboriginal and Torres Strait Islander community members (refer to the 'Scope for placement options with family and kin' section in this chapter)
- making a referral to the Taikurtirna Warri-apinthe program (where appropriate; for details of eligibility criteria, refer to the [Taikurtirna Warri-apinthe Procedure](#))
- seeking advice from an Aboriginal practitioner or Principal Aboriginal Consultant about engagement strategies for working with family and kin to explore potential placement options
- documenting contact made with members of the infant, child or young person's family, kinship or community networks as part of family finding and mapping (using the 'Placement', 'Communication - family' and 'Culture' note categories as appropriate)



- where appropriate, re-visiting discussions about potential kinship placement options with family and kin and re-assessing new information as it arises.

Where a placement is short-term or unable to meet the child or young person's long-term needs, DCP case workers should continue efforts to explore kinship placement options. These efforts should continue until a long-term placement that meets all of the infant, child or young person's needs, including (but not limited to) safety, stability, attachment and connection to culture, has been identified.

In circumstances where a potential carer higher in the placement hierarchy is identified when an infant, child or young person is currently in a placement, the DCP case worker should:

- consult with a practice leader, Principal Aboriginal Consultant and DCP psychologist (or the child or young person's current therapist, if applicable) about the impact of the proposed placement change on the child or young person, including their attachment and stability needs
- consider convening a case conference
- record the decision about the child or young person's placement in C3MS using a Consult or decision record note, with the 'Key Decision' box ticked in accordance with the [Consult or Decision Record Procedure](#)
- in circumstances where the placement change is assessed as being in the infant, child or young person's best interests, plan the transition to ensure the infant, child or young person and their carers (current and future) are provided with appropriate supports.

For further guidance about supporting transitions between placements, refer to [Support the child or young person to transition between placements](#) in the Supporting children and young people in care chapter of the Manual of Practice.

For further guidance about the application of the ATSICPP in practice, refer to the [Aboriginal and Torres Strait Islander Child Placement Principle Practice Paper](#).



Placement

Aboriginal and Torres Strait Islander Child Placement Principle active effort prompt

When considering placement options, ensure that details of proposed carers' relationship to the infant, child or young person and their cultural background are clearly documented. Ensure that all decisions and their associated rationales are recorded for each option. Documentation of these efforts should reflect how the family were involved in identifying potential carers and how they led decisions about safe and supportive care for the infant, child or young person. This documentation provides evidence of active efforts in practice.

Consult with a recognised organisation

Before placing an Aboriginal or Torres Strait Islander infant, child or young person (when they first come into care and for any subsequent placement), DCP must, where reasonably practicable, consult with and have regard to any submissions of a recognised Aboriginal or Torres Strait Islander organisation. Refer to [Consult with a recognised organisation \(for Aboriginal and Torres Strait Islander infants, children and young people\)](#).

Support other forms of familial, kinship and cultural connection

Family and kin can play a variety of roles in supporting the infant, child or young person's relationships with family, kin, community and connection to culture and Country, even if they are not providing care. For further guidance, refer to [Identify and respond to the cultural needs of Aboriginal and Torres Strait Islander](#)



[infants, children and young people](#) in the Supporting children and young people in care chapter of the Manual of Practice.

Placement of a child or young person from a culturally and linguistically diverse (CALD) background

When placing a child or young person from a CALD background, the DCP case worker must refer to the [Culturally and linguistically diverse child placement Policy](#).

Engage the child or young person and their family in placement scoping

The DCP case worker should support the child or young person (in an age/developmentally appropriate manner) and their family to participate in scoping for placement. This may include engaging interpreter. For further guidance, refer to the [Interpreting and translating procedure for people from a culturally and linguistically diverse \(CALD\) background](#).

Refer to DCP Multicultural Services to support placement scoping

The DCP case worker may refer to DCP Multicultural Services to undertake placement scoping activities to identify a potential placement for a child or young person. For further guidance about DCP Multicultural Services, refer to the 'Scope Placements' section in the [DCP Multicultural Services Service Delivery Model](#).

To request placement scoping services, the DCP case worker must submit a request via the 'Referral' tab in C3MS. For further guidance about recording a referral in C3MS, refer to [Referrals – C3MS Guide](#).

Seek placement options in accordance with the Culturally and linguistically diverse child placement policy

The child or young person should be placed as a matter of priority in the following hierarchy:

- a member of the child or young person's family
- a member of the child or young person's cultural, ethnic, language and religious community, considering factors such as caste, tribal groups, province, and ethnic disparity
- a member of the child or young person's religious community (noting this may not apply to all cultural groups)
- a member of the child or young person's country, or ethnic origin; or
- a suitable family based carer of any cultural background, who is willing to support a child or young person's connection to culture.

The DCP case worker should make active efforts to exhaust all placement options before considering a placement on the lower level of the hierarchy.

Prior to placement of a child or young person from a CALD background, it is strongly recommended that the DCP case worker consult with [DCP Multicultural Services](#) to consider how best to support the child or young person's cultural identity within their placement.

Placement of children and young people with a disability and/or high health needs

When placing a child or young person with a disability and/or high health needs, the DCP case worker should:

- seek advice from a DCP disability consultant
- consider known information about the child or young person's individual care needs and identify any gaps in information



- seek any existing disability and/or health care plans or other required plans from treating health or disability professionals
- consider whether an identified carer has the skills and capacity to meet the developmental, health and care needs of the child or young person
- consider the additional supports the carer will require to meet the child or young person's needs.

In circumstances when all placement options for children and young people with a disability and/or high health needs have been explored and exhausted, the DCP case worker should refer to the [Emergency arrangements with non-panel service providers Procedure](#) for further guidance.

Placement of gender diverse children and young people

For gender diverse children and young people (or children and young people with specific placement requirements related to their gender), decision making about placement should take into account any specific requirements to ensure their physical and psychological safety.

The DCP case worker should ensure that the child or young person's sex and gender identity are recorded appropriately in C3MS. This information should also be included in placement requests, child or young person's case plan and other relevant documents used to inform placement decision making.

For further guidance regarding recording sex and gender identity in C3MS, refer to the [C3MS - Sex and Gender Instructions](#). For further guidance about gender diverse children and young people, refer to the [Supporting children and young people who identify as LGBTIQ+ Practice Paper](#).

Scope for placement options with family and kin

The first preference is for the child or young person to be cared for by members of their own family or kinship network, where safe, appropriate and in the child or young person's best interests. Kinship care, where the child or young person is cared for by family/kin supports the child or young person's connection to family, culture and community. It can also support the child or young person's sense of belonging and stability.

Specific Child Only (SCO) care offers an alternative option for children and young people to be cared for by an individual with whom they have an existing relationship and who is not a family member.



Placement

Aboriginal and Torres Strait Islander Child Placement Principle active effort

Where it is safe to do so and in the best interests of the infant, child or young person, preference should be given to placing infants, children and young people with their family. Active efforts should be taken to map and identify safe family members to provide care and/or support for the infant, child or young person. These active efforts support their right to grow up with family and immersed in culture.

Family scoping should:

- begin as early as possible
- continue as needed throughout the child or young person's time in care, until permanency has been achieved
- be undertaken in partnership with the child or young person, family and kin, community and cultural representatives
- identify opportunities for safe connection, including connection to culture (where provision of care is not possible).



Partnership

Aboriginal and Torres Strait Islander Child Placement Principle active effort prompt

Work in partnership with community organisations, community representatives, Principal Aboriginal Consultants and Aboriginal practitioners for advice and support with family finding and mapping.

Scoping for family and kin can include (but is not limited to):

- seeking the child or young person's views (for further guidance, refer to 'Seek the child or young person's views about placement' below)
- seeking the views of family and kin (for further guidance, refer to 'Seek the views of the child or young person's parents, other family/kin, and community members' below)
- reviewing and updating relationship information recorded in C3MS in the 'Relationships' tab
- reviewing and updating the child or young person's genogram and ecomap (refer to the 'Use genograms and ecomaps to explore family and community connections' section below for further guidance)
- contacting family and kin who may potentially be safe and suitable and ascertaining their willingness to provide care now and into the future
- documenting efforts to identify and contact family and kin and the outcomes of these discussions in C3MS and as part of case planning and reviews.

Engage and seek the child or young person's views

Where developmentally appropriate, children and young people have a right to have their views sought and considered as part of decision making about their care arrangements.

Engage the child or young person

The experience of coming into care or changing placements is a significant event. When engaging the child or young person, the DCP case worker should:

- provide a developmentally appropriate narrative about what is happening
- ask the child or young person what they would like to know about what is happening
- listen to the child or young person and validate their feelings about the changes they are experiencing
- help the child or young person to understand why they are being asked for their views about their placement.

Consideration should be given to:

- following the child or young person's cues, including non-verbal, and continuing the conversation at another time if required
- the developmental and chronological age of the child or young person
- the setting in which the conversation is occurring (for example, limiting the number of other people present)
- the child or young person's relationship with the DCP case worker.



For further guidance about engaging children and young people, refer to [Seek the views of the child or young person](#) in the Supporting children and young people in care chapter of the Manual of Practice.

Seek the child or young person's views about placement

When seeking the child or young person's views about placement, the DCP case worker should ask the child or young person about:

- who is important to them and who they identify as safe
- who they want to live with
- who they want regular contact with and how they would like the contact to occur (for example, face to face, phone, letters)
- concerns they have about what will happen to them now and in the future
- questions they have about their care arrangements and future case direction
- how they would like the DCP case worker to follow up with them.

Information about the views of infants and non-verbal children and young people can also be ascertained through a range of means, including non-verbal cues. For further guidance, refer to [Seek the views of the child or young person](#) in the Supporting children and young people in care chapter of the Manual of Practice.

The DCP case worker should:

- maintain clear case records of the child or young person's views in C3MS
- follow up with the child or young person and provide an explanation of how their views were taken into account
- ensure that the child or young person's views are reflected in their [case plan](#).



Identity

Aboriginal and Torres Strait Islander Child Placement Principle active effort prompt

When seeking the child or young person's views, ask them about their cultural identity and what it means to them. Explore with the child or young person what they know about their Nation and language group, and what they know about their culture. Explore the child or young person's confidence in knowing who they are and where they come from (for example, who do they talk to about their culture? What makes them feel strong or proud about their culture?).

Seek the views of the child or young person's parents, other family/kin, and community members

The DCP case worker should seek to engage the child or young person's parents, other family members, and where appropriate, other members of the child or young person's community networks to identify potential kinship placement options.



Participation

Aboriginal and Torres Strait Islander Child Placement Principle active effort prompt

Placing an Aboriginal or Torres Strait Islander infant, child or young person in care is a significant decision. It requires the child or young person's participation (where developmentally appropriate) as well as that of their family (including extended family) where this is possible and appropriate. Use [family led decision making](#)



processes to map and identify key family and other significant people who may be able to provide the child or young person with safe care and connection.

Use genograms and ecomaps to explore family and community connections

Developing and/or updating the child or young person's genogram can help guide conversations with the child or young person's family and kin when exploring potential kinship placement options.



Connection

Aboriginal and Torres Strait Islander Child Placement Principle active effort prompt

Ensure that the genogram is inclusive of the infant, child or young person's extended family and kinship system. This can include individuals who do not have a biological or marital relationship to the infant child or young person's family. Understanding that family encompasses a broad range of relationships supports a more holistic picture of the range of placement options and supports that may be available in the family and kinship network.

The DCP case worker should seek information about family and kin who:

- have a significant role in the child or young person's life
- have provided support or care in the past
- could potentially provide care for the child or young person (now or into the future)
- could potentially provide additional connection or support (including cultural connection).

It is recommended that while scoping for kinship placements, potential respite carers be identified and supported to submit an application to become an approved carer. Where possible, the proposed respite carer will be assessed concurrently with the proposed primary carer.



Identity

Aboriginal and Torres Strait Islander Child Placement Principle active effort prompt

Use the genogram to engage family and kin in discussions about their Nation/s and language group/s. Work with the family to identifying who is Aboriginal or Torres Strait Islander and their kinship connections (where this is known). Ensure information is recorded accurately in the case plan, 'Life Domains' in C3MS and in the Aboriginal Life Story Book.

When developing or updating an ecomap with the child or young person and their family, the DCP case worker should map significant relationships, including:

- friends and family connections
- family and kinship connections or other people with significant cultural connections
- neighbours with a relationship to the child or young person or their family
- support services, including therapeutic service providers
- childcare, preschool, school or employment connections, including significant peers, educators, teachers, and support staff
- other support agencies (such as NGO or government supports)
- sporting and social club members and coaching staff
- cultural community (where relevant)



- religious community (where relevant).

For guidance about exploring Aboriginal and Torres Strait Islander infants' children and young people's kinship systems, refer to [Identify and respond to the cultural needs of Aboriginal and Torres Strait Islander infants, children and young people](#) in the Supporting children and young people in care chapter of the Manual of Practice.

For guidance about exploring kinship and cultural relationships for children and young people from CALD backgrounds, refer to [Identify and respond to the cultural needs of children and young people from a culturally and linguistically diverse \(CALD\) background](#) in the Supporting children and young people in care chapter of the Manual of Practice.

The ecomap can be used as a tool to explore:

- the quality and strength of the child or young person's relationships
- cultural and kinship connections
- services and supports accessed by the child or young person and whether they are meeting the child or young person's needs
- gaps in services or areas of duplication
- the extent to which services and other supports are coordinated.

Discussions with family to develop and update genograms and ecomaps are also an opportunity to:

- ensure details captured about individual family members are accurate
- for family and kin who may not be suitable or willing to provide care for the child or young person, consider whether there are other opportunities for them to provide positive connection (including cultural connection)
- explore any changes in family members' circumstances or their relationships with the child or young person.

For further guidance about genograms and ecomaps, refer to the [Systems theory Practice Paper](#).

Genograms and ecomaps should be updated regularly as new information is obtained and to support scoping for kinship placements (where required).



Connection

Aboriginal and Torres Strait Islander Child Placement Principle active effort prompt

Genogram development and eco mapping is an ongoing process of exploration of the infant, child or young person's connections and their story. Family members' circumstances can change over time, and regular review of genograms and ecomaps can help to identify family members and other significant people as possible safe placement options, opening up a wider network of safe and supportive family and kin.

Contact potential carers

Non-approved carers

When contacting potential kinship carers who are not already approved carers, the DCP case worker should discuss the following:

- their relationship with the child or young person



- their understanding of the child or young person’s experiences, needs and reasons for coming into care
- their willingness and ability to provide safe and trauma informed care for the child or young person and the length of time they can provide care for
- whether they can accommodate the child or young person (including whether they have sufficient space available and the practical items required for their care) and if not, whether the child or young person’s needs can be met with additional support
- details of other adults and children or young people residing in their household or visiting regularly (“regular household guests”)
- their views about the potential impact (both positive and negative) of caring for the child or young person on the household and family dynamics
- whether the potential carer, adult household members and regular household guests hold a valid Working with Children Check (WWCC), and if not, their willingness to apply for one (noting that the child or young person cannot remain in a placement where a carer or adult household member is unwilling or unable to obtain a WWCC)
- the purpose of child protection and criminal history checks and seeking the potential carer’s verbal consent for these checks to be undertaken
- whether or not the potential carer, any adult household members and regular household guests have previously lived interstate (and their consent to undertake interstate child protection and criminal history checks to be undertaken, if required)
- physical or mental health conditions drug and alcohol use or other factors (such as existing caring responsibilities for other family members or employment commitments) that may impact their ability to care for the child or young person
- details of the carer assessment process (including temporary placement, where relevant; for further guidance refer to [Assess and seek approval for a temporary placement \(if required\)](#) in this chapter of the Manual of Practice)
- whether or not the potential carer requires an interpreter or cultural support person
- for potential carers from culturally and linguistically diverse backgrounds, their current residency or visa status and the conditions attached to that status.



Identity

Aboriginal and Torres Strait Islander Child Placement Principle active effort prompt

When contacting a proposed carer, discuss the child or young person’s cultural needs and the implications for placement. Discuss what is needed to support and nurture their cultural identity and connections. The proposed carer’s ability to support the cultural rights of the child or young person is critical to ensure that they can provide a culturally safe environment and for the development of the child or young person’s identity to thrive.

It is important to be clear with potential carers about the importance of meeting the child or young person’s need for permanency, timely decision making, and attachment.

Approved carers

If a potential carer is identified and they are an approved carer, the DCP case worker should contact DCP Placement Services to discuss the proposed placement. Refer to the ‘Arrange a placement with an approved carer (no placement request)’ section in this key step.



Document placement scoping efforts

It is critical to retain clear records of placement scoping efforts. This supports placement decision making and future scoping (where required). The DCP case worker should ensure that the following details are case noted in C3MS:

- details of the individual being considered as a potential carer, their relationship with the child or young person, and their cultural background (where relevant)
- details of contact with the individual (or attempts to contact them)
- details of conversations that have occurred with the individual regarding their willingness and ability to provide care for the child or young person, now or into the future
- information that has informed the assessment of the individual's safety and suitability to provide care (including outcomes of child protection and criminal history checks)
- the assessment and associated rationale regarding the individual's safety and suitability to provide care
- details of plans to follow up with the individual at a later date (where appropriate).

Make a referral to Taikurtirna Warri-apinhi (if required)

The DCP case worker should make a referral to Taikurtirna Warri-apinhi to assist with family finding and mapping for Aboriginal and Torres Strait Islander infants, children and young people who:

- have been in care for less than 12 months and
- where a placement option with family or kin has not been identified.

For further guidance about the program and making a referral to Taikurtirna Warri-apinhi, refer to the [Taikurtirna Warri-apinhi Procedure](#).

Identify potential placement pathways

The appropriate placement pathway will depend on a number of factors, including (but not limited to):

- whether a placement with family or kin has been identified
- whether the proposed carer is an approved carer
- how urgently the placement is required
- whether further assessment is required to ascertain the safety and/or suitability of the proposed carer.

Arrange a placement with an approved carer (no placement request)

If the DCP case worker identifies a potential placement with an approved kinship or SCO carer with an existing relationship to the child or young person, the DCP case worker should contact Placement Services for advice about the potential placement. The DCP case worker should not contact the carer directly.

Placement Services will contact the DCP Kinship Care or the ACCO or NGO responsible for supporting the carer to discuss the proposed placement. If there are other children or young people in the placement, Placement Services will also contact the DCP case worker/s for those children and young people.

The DCP case worker should also:



- undertake consultation with a PAC and with [a recognised organisation](#) (for Aboriginal and Torres Strait Islander infants, children and young people)
- for children and young people from CALD backgrounds, consider consultation with [DCP Multicultural Services](#).

If the NGO, ACCO or DCP Kinship Care supports the placement, they are responsible for creating a new carer agreement with a modification to include the child or young person in the placement. The NGO, ACCO or DCP Kinship Care worker will submit the carer agreement to the Carer Approval and Review Unit (CARU) for approval.

In circumstances where the carer will be providing an additional category of care, the DCP case worker should support them to complete a new [Application to become a Kinship/SCO/Foster carer](#).

Once the carer agreement has been approved by CARU, the DCP case worker should record the placement as a 'Placement No Request' in C3MS. For further guidance, refer to the [C3MS Guide: Placement No Request \(PNR\)](#).

The child or young person cannot be placed with the carer if the ACCO, NGO or DCP Kinship Care does not agree to the placement. In circumstances where the ACCO, NGO or DCP Kinship Care does not support the placement, the DCP case worker should discuss the matter with their supervisor. If necessary, the matter may then be escalated through the office manager.

Once agreement has been obtained from the NGO, ACCO or DCP Kinship Care and the placement has been approved, the DCP case worker should proceed to [Prepare for the placement](#) in this chapter of the Manual of Practice.

Assess and seek approval to place in a temporary placement

The DCP case worker should proceed to [Assess and seek approval for a temporary placement \(if required\)](#) in circumstances where:

- the child or young person has a family member or relative who is not an approved carer, and
- the child or young person's circumstances may meet the legislative criteria for temporary placement under section 77 of the CYPS Act.

Make a placement request

Where it is not possible to place the child or young person with a member of their own family or kinship networks, the DCP case worker should make a placement request. For further guidance about submitting a placement request, refer to [Make a placement request \(if required\)](#) in this chapter of the Manual of Practice.

Support an application for full carer assessment

An application for a full carer assessment may be appropriate when:

- a potential kinship or SCO carer has been identified but a full assessment is required to ascertain their safety and suitability to provide care, or
- the child or young person's circumstances do not meet the legislative criteria for a temporary placement under section 77 of the CYPS Act (refer to [Assess and seek approval for a temporary placement \(if required\)](#) for further guidance).

In these circumstances, the DCP case worker should explain the carer assessment and approval process and invite the family member or relative to complete the [Application to become a Kinship/SCO/Foster Carer](#) form. The completed form should be submitted to the [Kinship Assessment team inbox](#).



To support the prospective carer's application, the DCP case worker should ensure that:

- the prospective carer's partner (if applicable) has been included as a carer applicant and any adult household members have been included in the application form
- the prospective carer/s and any adult household members and regular guests have completed the relevant consent forms (either the [Kinship Care and Specific Child Only Care Carer Consent Form](#) or the [Kinship Care and Specific Child Only Care Other Household Member/s and Regular Guests Consent Form](#)).
- an application for a Working with Children Check (WWCC) has been initiated for the carer/s, adult household members and regular guests (including partners who live separately) and case noted in C3MS
- a criminal history check has been undertaken by submitting a request for information from SAPOL pursuant to section 152 of the CYPS Act, with the assessment case noted in C3MS
- a child protection history check has been undertaken to ascertain whether the proposed carer's safety and suitability to provide care and case noted in C3MS (refer to 'Conduct comprehensive history checks' in [Assess and seek approval for a temporary placement \(if required\)](#) in this chapter of the Manual of Practice).

These tasks must be completed prior to the prospective carer being allocated to an assessor.

The Kinship Assessment team will undertake a full carer assessment for the prospective carer (or forward the application to an NGO or ACCO for allocation and assessment).

Seek approval to place the child or young person with a kinship carer interstate

In circumstances where a kinship placement is identified interstate, the DCP case worker should assess the impact of the proposed relocation on the child or young person's:

- current case direction
- contact with family and kin
- physical health, mental health and disability supports
- participation in education, training or employment.

If it is assessed that the proposed relocation interstate is in the child or young person's best interests, the DCP case worker must complete an internal memorandum outlining the child or young person's circumstances and the reasons for the proposed interstate relocation. The memorandum must be endorsed by the supervisor, the office manager, and the regional director, before being submitted to the Executive Director, Service Delivery and Practice for approval by [email](#).

For further guidance about transfer of child protection proceedings and orders interstate, refer to [Transfer care and protection orders and proceedings between South Australia and other jurisdictions](#) in the Ongoing intervention chapter of the Manual of Practice.

2. Make a placement request (if required)

If a placement with an approved or temporary kinship or SCO carer is not available, the DCP case worker should make a placement request, which may be made for the following care types:

Care type	Description
Foster carer	A foster carer is a trained and approved person (not being a guardian, relative or kin of the child or young person) who provides care in their own



	<p>home. Foster carers must be assessed and supported by a licensed foster care agency that has responsibility for facilitating the placement of children or young people under the custody or guardianship of the Chief Executive.</p>
Guardianship Family Day Care Carer (GFDC)	<p>A GFDC carer is a self-employed family day care service provider who has undergone an application process to assess their suitability to provide family day care (FDC) services under the auspices of the Department for Education operating a regulated FDC scheme. This care type may only be provided to children aged 0-12 years of age.</p> <p>GFDC carers provide emergency and/or short-term family-based placements (for up to two years) in instances where no other family-based care options are available. Long-term family-based care options must continue to be explored while the child or young person is placed with a GFDC carer. For further guidance, refer to Guardianship Family Day Care Procedure.</p>
Residential care	<p>Residential care is the placement of the child or young person in a facility operated by DCP or a non-government organisation licensed to provide residential care. Residential care child and youth workers provide care on a rotational basis. For further guidance, refer to the DCP Residential Care chapter of the Manual of Practice.</p> <p>For children and young people with disability, it may be appropriate to consider disability specific residential care options.</p>
Supported Independent Living Services (SILS)	<p>SILS placements support young people (aged 16 years and older) to live independently, with support from the SILS placement provider. This type of care enables young people to prepare for transition to adulthood.</p> <p>For further guidance, including eligibility requirements, refer to the Supported Independent Living Services (SILS) Procedure and the Develop the case plan to support transition from care in the Transition to adulthood chapter of the Manual of Practice.</p>

Prepare child profile information

As part of a placement request, the DCP case worker should prepare information about each of the child or young person's life domains. Information included in the child profile is provided to the proposed carer so they can make an informed decision about providing care to the child or young person, pursuant to section 79 of the CYPS Act. It is important to ensure that the placement request includes as much known information about the child or young person as possible.

Where available, information may be obtained from the child or young person's current case plan, including details of:

Life Domain	Information to include
Background	<ul style="list-style-type: none"> The child or young person's trauma experiences. Whether the child or young person has experienced disruptions in their care arrangements either before or after removal and/or in care, and the impact of these disruptions on the child or young person's care needs.



Emotional and behavioural functioning	<ul style="list-style-type: none"> • The child or young person’s developmental status and needs and their impact on their behaviour and functioning, including: <ul style="list-style-type: none"> ○ nature of their attachment relationships ○ relationships with other children or young people (in their home environment or their current placement) ○ physical development ○ language skills ○ social skills ○ self-care skills ○ cognitive development. • Trauma-related behaviours, triggers and strategies for responding. • Details of any diagnosed developmental delay, disability or other additional needs. • Whether the child or young person has a NDIS plan. • Behaviours or needs placing the child or young person or others at risk, and details of any recommended behavioural strategies (including details of what has and has not worked).
Family, community connections and contact arrangements	<ul style="list-style-type: none"> • Family and community members who are important to the child or young person (including cultural connections) and current or planned contact arrangements. • How the child or young person will be supported to develop and maintain connection to their family and community. • Information recorded in the child or young person’s ACIST (for Aboriginal and Torres Strait Islander infants, children and young people) or the CALDIST (for children and young people from a CALD background) to maintain their family and community connections. • Detail any restrictions for contact with the child or young person, including who, why and timelines. • Additional support required for contact arrangements.
Culture and identity	<ul style="list-style-type: none"> • The child or young person’s current understanding of their reasons for being in care. • How the child or young person regards themselves, their sense of belonging, their strengths and interests and likes/dislikes. • as relevant, details of the child or young person’s preferred gender identification, pronouns, name/s and gender expression. • The child or young person’s knowledge about their culture. • For Aboriginal and Torres Strait Islander infants, children and young people, information about their specific Aboriginal or



	<p>Torres Strait Islander Nation and language group/s, including their location, environment and language use.</p> <ul style="list-style-type: none"> • For children and young people from CALD backgrounds, information about their nationality, ethnicity, culture, language and religion. • Strategies to assist the child or young person to feel culturally strong and safe in their placement. • Details of cultural and/or religious observances or requirements (such as diet, prayer, dress or grooming).
<p>Physical and mental health</p>	<ul style="list-style-type: none"> • The child or young person's health and medical needs, including: <ul style="list-style-type: none"> ○ any physical or mental health conditions ○ medical needs, including medications and allergies ○ if the child or young person has allergies, details of the signs of an allergic reaction and what treatment is required (such as an EpiPen or antihistamine) ○ disabilities with management needs and whether they have a NDIS plan (or require one). • Relevant information or outcomes in relation to any medical, dental or psychological assessments or treatment. • Whether the child or young person's immunisations are up to date. • Whether the child or young person has significant health needs for which the carer will require training or additional support. • For young people, details of whether they have been provided with appropriate information regarding contraception and drug, alcohol and tobacco use.
<p>Education, work and recreation</p>	<ul style="list-style-type: none"> • The child or young person's participation in preschool, school, training or employment, including any challenges or barriers. • Supports the child or young person is receiving at school, including the frequency, current progress and significant people supporting the child or young person's engagement. • The child or young person's hobbies, interests and skills.
<p>Routines and other information</p>	<ul style="list-style-type: none"> • Details of the child or young person's routines, including sleeping and eating patterns. • Special belongings the child or young person would like to have with them in the placement. • Current transport arrangements for contact, school, medical, social and other commitments. • Details of any other services the child or young person is accessing.



The child profile should also include an up to date photograph of the child or young person.

Complete (or update) a CAT assessment

The DCP case worker should, where possible, complete or update the child or young person's CAT assessment. Where appropriate the DCP case worker should also submit an application for Special Needs Loading. For further guidance about CAT assessments and Special Needs Loading, refer to [Support the Placement](#) in the Supporting children and young people in care chapter of the Manual of Practice.

Submit a placement request

The DCP case worker must submit a placement request in C3MS (using the 'Request a Placement' tab) which will be forwarded to Placement Services. A placement request can be made for emergency, short, or long-term foster care, specialist foster care, residential care or respite care.

When a sibling group requires a placement, the DCP case worker should:

- complete a single placement request connecting all of the siblings requiring a placement to the one request
- fill out the details separately for each child or young person using the 'child specific' tab within the placement request.

The DCP case worker should only submit separate placement requests where it is assessed that the siblings should not be placed together.



Connection

Aboriginal and Torres Strait Islander Child Placement Principle active effort prompt

Siblings' shared stories and histories support infants, children and young people's sense of self and identity. Placing siblings together where safe and appropriate enables the infant, child or young person to develop lifelong family connection and support their feelings of belonging in the placement. Where it is not possible or appropriate to place the infant, child or young person with their siblings, consider all options for supporting safe contact.

For further guidance about recording a placement request in C3MS, refer to the [C3MS Guide: Recording a Placement Request](#).

Following the receipt of the placement request, Placement Services may request additional verbal or written information to assist them with matching the child or young person to a placement.

In circumstances where a placement is being arranged for an infant under 12 months, Placement Services may require additional information about the infant's specific care needs. This can include details of sleep routines, feeding and medical needs. In these circumstances, Placement Services will provide the DCP case worker with the [Placement checklist for infants](#).

The DCP case worker should liaise with family, the current carer (where applicable) and relevant professionals involved with the infant to gather the additional information and complete the checklist. This document should then be uploaded within the 'Notes' tab of the placement request.

Placement Services will:

- identify potential placements that match the child or young person's care needs based on the information contained in the placement request, the CAT and the child or young person's case plan



- consider referring the child or young person to specific placement pathways, such as the Additionally Approved Carer Program
- provide child profile information from the placement request to care providers who recruit, train and support approved carers.

For further guidance, refer to the [Placement Procedure](#).

Respond to a placement offer

If a placement is identified through the matching and allocation process, Placement Services will contact the DCP case worker to advise of the proposed placement. The DCP case worker should, in consultation with the supervisor:

- consider the placement offer
- assess whether it is appropriate for the child or young person
- consider what supports the carer or child or young person require to support the success of the placement.

When assessing the suitability of the placement, it is recommended that the DCP case worker consider consultation with:

- a PAC for Aboriginal and Torres Strait Islander infants, children and young people
- DCP Multicultural Services for children and young people from CALD backgrounds
- other specialist DCP staff as required (such as a practice leader, DCP disability consultant or DCP Psychological Services).

For further guidance about when consultation is recommended, refer to the [Practice and cultural consultation Practice Paper](#).

The DCP case worker should advise Placement Services of whether or not the placement will be accepted.

Respond to an offer of a placement with an Additionally Approved Carer

In circumstances where a potential placement has been identified through the Additionally Approved Carer program the DCP case worker should:

- assess whether the placement is suitable
- advise Placement Services whether the placement will be accepted
- if accepted, record the placement as a Placement No Request (for further guidance, refer to the [C3MS Guide: Placement No Request \(PNR\)](#)).

Respond to Placement Services where no placements have been identified

There may be circumstances where:

- there are no suitable family-based or residential care placements available for the child or young person, and
- the child or young person cannot be placed in a [temporary placement](#) pursuant to section 77 of the CYPS Act, or
- the child or young person has a disability and/or high health needs where all placement options explored and exhausted.



In these circumstances the DCP case worker should refer to the [Emergency arrangements with non-panel service providers Procedure](#) for further guidance.

If the child or young person is in an emergency arrangement with a non-panel service provider and a suitable longer-term placement is not available, Placement Services will:

- notify the DCP case worker
- work with [DCP Service Contracts and Licensing](#) and DCP Finance to arrange new placements with [contracted services](#).

Refer to the [Placement and Support Packages Procedure](#) for further guidance.

When a PaSP placement or other NGO residential care placement is being sought for a child or young person with a NDIS Plan that includes a Positive Behaviour Support Plan with regulated restrictive practices, the PaSP provider or other NGO provider must:

- be registered with the NDIS Commission
- have been assessed against NDIS Practice Standard Module 2A: Implementing behaviour support plans.

Submit further placement requests as required

If short-term a placement has been accepted but a further placement option will be required into the future, the DCP case worker should submit a new placement request.

The placement request should continue to be updated at minimum every three months as new information about the child or young person's placement needs is obtained.

3. Assess and seek approval for a temporary placement (if required)

Under section 77 of the CYPs Act, a non-approved kinship or SCO carer may be authorised to care in temporary placement. To place a child or young person in a temporary placement the following criteria must be met:

1. The placement is needed as a matter of urgency; **and**
2. It is not reasonably practicable to place the child or young person with an approved carer; **or** it is reasonably practicable to place the child or young person with an approved carer, but it is preferable to place them with a non-approved carer; **and**
3. The risk of harm to the child or young person if they are not placed in a temporary placement exceeds the risk of harm if the child or young person is placed with a non-approved carer.

A temporary placement must not exceed three months.

A temporary carer must undergo an initial carer assessment using the Winangay Initial Carer Assessment tools (available from the [Winangay Portal](#)). For Aboriginal and Torres Strait Islander infants, children and young people, the assessment must be completed using the Aboriginal and Torres Strait Islander version of the tool.

Winangay tools may only be used by staff who have completed Winangay Initial Carer Assessment training. The supervisor will assign responsibility for undertaking the assessment to a DCP case worker based on their experience, skills, training and capacity.



Participation

Aboriginal and Torres Strait Islander Child Placement Principle active effort prompt

Winangay Assessment tools provide a culturally appropriate methodology for assessing carers of Aboriginal and Torres Strait Islander infants, children and young people. They are designed to support the infant, child or young person's, their family's and carers' meaningful participation in the assessment process.

If the temporary carer indicates that they are willing and able to continue caring for the child or young for longer than three months, they must apply to become an approved kinship or SCO carer.

For an overview of the Temporary Placement Assessment process, refer to the [Temporary Placement Assessment flowchart](#).

For a complete list of assessment tasks required before the temporary carer can undergo a full assessment to become an approved carer, refer to the [Temporary placement assessment checklist](#).

Conduct an initial suitability assessment of a proposed temporary carer

When considering whether to place the child or young person in a temporary placement, an individual assessment of whether each of the three criteria are met must be undertaken. A rationale for each of the criteria must be clearly documented on the 'Temporary Placement Assessment' page in C3MS. For further guidance about recording temporary placements in C3MS, refer to [C3MS Guide: Temporary Placement Assessment](#).

The below table is a guide only. An individual assessment must be undertaken in every case to determine whether temporary placement is appropriate for the child or young person and lawful under the CYPS Act:

Criteria for a lawful temporary placement	Additional information or considerations	Examples of where a temporary placement criteria may be met	Examples where use of a temporary placement would be inappropriate
Note: all three <u>must</u> be met			
1. It is a matter of urgency that the child or young person is placed	<p>The child or young person is living in a care environment (at home or in a placement) that is physically and/or psychologically unsafe.</p> <p>Where a temporary placement option is identified for the child or young person in residential care, the DCP case worker and supervisor must establish that:</p>	<p>The child or young person has been removed from their parents or caregivers or has had an unexpected placement breakdown and someone they know (who is not an approved carer) is willing and preliminarily assessed as able to care for them.</p> <p>The child or young person is placed in residential care and is exposed to harmful behaviour by other children or young people and someone they</p>	<p>A kinship care placement is identified but the child or young person is safe in their current family-based placement with an approved carer.</p> <p><i>In this situation the proposed carer may be considered as a future care option for the child or young person. However, a full assessment <u>must</u> occur prior to making a decision about or commencing a</i></p>



	<ul style="list-style-type: none"> the placement is required urgently and the temporary placement poses a lower level of risk to the child or young person's safety than their current placement. 	<p>know (who is not an approved carer) is willing and preliminarily assessed as able to care for them.</p> <p>A temporary carer has undergone a full carer assessment and will not be approved. Someone else known to the child or young person is willing and preliminarily assessed as able to care for them.</p>	<p><i>transition to the new placement.</i></p>
<p>2. It is not reasonably practicable to place the child or young person with an approved carer or (pursuant to regulation 18A) it is preferable to place with a temporary carer</p>	<p>Under section 11(1)(b) of the CYPS Act, the preference is for the child or young person to be placed with a safe person with whom they have an existing relationship.</p> <p>This could be a relative or any person who has an existing relationship or significant connection to the child or young person.</p>	<p>A foster placement is available with an approved carer but there is also a person known to the child (such as a relative or family friend) who has been assessed as safe and suitable to provide care for the child or young person.</p>	<p>There is a family-based placement available with an approved carer and a potential placement with a family member, relative or community member who is not known to the child or young person is identified.</p> <p><i>In this situation the proposed carer may be considered as a future care option for the child or young person. However, a full assessment <u>must</u> occur prior to making a decision about or commencing a transition to the new placement.</i></p>
<p>3. The risk of harm if the child or young person is not placed with the non-approved carer exceeds the risk of the non-approved carer causing harm to the child or young person</p>	<p>Under section 11(1)(a) of the CYPS Act, children and young people should be placed in a safe, nurturing, stable and secure environment.</p>	<p>There are safety concerns or risk of harm in the existing placement and a person known to the child or young person, who has been preliminarily assessed as safe and appropriate to provide safe and nurturing care.</p> <p>The model of care (for example, residential care) is not providing a safe, nurturing, stable and secure environment, and the proposed temporary</p>	<p>There are concerns identified in the proposed temporary placement requiring further assessment (for example, child protection history or queries regarding the capacity of the temporary carer to provide quality care).</p> <p><i>In this situation the proposed carer may be considered as a future care option for the child or young person. However, a</i></p>




		carer, on initial assessment, is preferred to provide this care to the child or young person.	<i>full assessment <u>must</u> occur prior to making a decision about or commencing a transition to the new placement.</i>
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If it is assessed that the child or young person's circumstances do not meet the legislative criteria for a temporary placement under the CYPs Act, the DCP case worker should proceed with [making a placement request](#).

Obtain the child or young person's views

The DCP case worker should seek the child or young person's views about their placement using the Winangay Kids Safe Participation Interview (available from the [Winangay Portal](#)). If it is not reasonably practicable to complete this before the placement begins, the interview should occur within ten business days of the placement start date.

For guidance about engaging children and young people and seeking their views, refer to [Seek the views of the child or young person](#) in the Supporting children and young people in care chapter.



Aboriginal and Torres Strait Islander Child Placement Principle active effort prompt

Use the Kids Safe Participation sections of the Winangay Assessment process as an opportunity to gather the child or young person's views and inform the contents of the case plan, inclusive of the Aboriginal Child Identity Support Tool (ACIST) and to identify the child or young person's care needs.

Participation

Proceed with temporary placement assessment (where appropriate)

The DCP case worker must have an initial discussion with the proposed temporary carer about their willingness and ability to care for the child or young person. For further guidance, refer to 'Contact potential carers' under 'Scope for placement options with family and kin' in [Gather and assess information to identify placement pathways](#) in this chapter of the Manual of Practice.

If the carer indicates that they are willing to provide care and undergo assessment, the DCP case worker can proceed with the assessment process. If they are not willing to care for the child or young person or participate in the Winangay Initial Carer Assessment, the outcome of this conversation must be recorded on the 'Temporary Placement Assessment' page in C3MS.

Obtain consent for checks

The DCP case worker should, where reasonably practicable, obtain written consent from the proposed temporary carer and adult household members for checks including:

- comprehensive child protection and criminal history checks
- Connect for Safety check
- interstate criminal history checks, if applicable
- gathering personal reports from a third party referee
- home safety check.



Written consent should be obtained using the [Kinship Care and Specific Child Only Care Carer Consent Form](#) and the [Kinship and Specific Child Only Care Other Household Member/s and Regular Guests Consent Form](#).

Where it is not reasonably practicable to obtain written consent prior to undertaking history checks, the DCP case worker should seek verbal consent and obtain written consent during their first meeting with the carer and household members.

Conduct comprehensive history checks

The DCP case worker must complete comprehensive child protection and criminal history checks for the proposed temporary carer, all adult household members and regular guests prior to placement.

Child protection history check

The DCP case worker should complete a child protection history check that includes searches of the 'History Summary' and 'CIS History' tabs in C3MS.

To ensure a thorough search of C3MS, the DCP case worker should search for the proposed carer and adult household members by including searches by:

- full name
- partial name
- aliases
- addresses
- relationships.

When conducting these checks, the DCP case worker must also ensure that they undertake a check of the proposed carer's adult children. It is also important to search for duplicate clients to ensure all relevant child protection history can be reviewed and assessed.

If any child protection concerns have been identified, the DCP case worker should consider the following:



Interstate child protection history checks

The DCP case worker must complete a Connect for Safety (C4S) check for any carer, adult household member or regular guest who has resided interstate. For further guidance, refer to the [Connect for Safety intranet page](#). It should be noted that C4S does not hold New Zealand (NZ) data.

If a potential match is found for the proposed carer, household member or regular guest, the DCP case worker must:

- complete the [Interstate Child Protection Information Request form](#) to seek information from the relevant State/s, and
- forward the form to the [DCP Subpoena and Information Release Team](#) (DCP SIRT) with the completed [Kinship Care and Specific Child Only Care Carer Consent Form](#) or [Kinship and Specific Child Only Care Other Household Member/s and Regular Guests Consent Form](#).

The DCP case worker may form a reasonable belief the individual may be known to an interstate child protection department even if no potential match is found on C4S. Examples of a reasonable belief may be:

- the individual discloses they had child protection intervention when residing interstate
- the individual discloses they experienced harm as a child or young person interstate
- there are concerns about the individual's history and/or concerns the individual may not be truthfully disclosing their personal history.

Further conversations with the individual may be required, if these areas have not already been explored.

In these circumstances, the DCP case worker can submit the [Interstate Child Protection Information Request form](#).

The DCP case worker must ensure any email correspondence and information received from the DCP SIRT is uploaded to the 'Temporary Placement Assessment' page in C3MS.

The DCP case worker must not use information obtained via Connect for Safety to update data systems unless the matched information is verified with the other jurisdiction.

Criminal history check

DCP case workers must also contact SAPOL to undertake a criminal history check by contacting the following:

When	Contact
Between 7.00am to 9.00pm on weekdays	Child and Family Investigation Section (CFIS) or a Domestic Violence Investigation Officer (DVIO)
After hours (or CFIS or DVIO staff are not available)	SAPOL Communications Service Desk on [REDACTED]

SAPOL may also ask that the DCP case worker make the request via email so that SAPOL can verify the identity of the requestor.

In circumstances where the individual is known to have resided interstate and CFIS or DVIO staff have advised that interstate history exists, the DCP case worker should:

- contact SAPOL on [REDACTED], request to speak with the Statutory Compliance Team and advise them that the call relates to an urgent section 152 request where a National Offender History check is required



- prepare and submit a request for information pursuant to section 152 of the CYPS Act.

It is important to note that as part of a National Offender History check SAPOL can provide information about interstate court outcomes. SAPOL cannot provide facts of charge or other detailed information from other jurisdictions.

For further guidance about submitting a section 152 request, refer to [Gather information](#) in the Information gathering and sharing chapter of the Manual of Practice.

Inform proposed carer, household members and regular guests of the outcome

The proposed temporary carer and relevant adult household members (if required) must be informed of the outcome of the child protection and criminal history checks. The DCP case worker must discuss any relevant child protection concerns with them.

In circumstances where there are child protection concerns, the DCP case worker should consider whether an action plan can be put in place to mitigate them. Where an action plan is assessed as appropriate, the DCP case worker should discuss and agree on the plan with the proposed carer.

Record history check assessment summary and rationale

The DCP case worker must record the following details on the 'Temporary Placement Assessment' page in C3MS:

- a summary of identified child protection and/or criminal history concerns identified (if any)
- details of the DCP case worker's assessment of whether the criminal and/or child protection history indicates that the proposed placement would be safe or unsafe for the child or young person
- the outcome of discussions with the carer regarding any identified child protection or criminal history
- details of action plans to mitigate concerns (where applicable)
- the DCP case worker's rationale for why the proposed temporary placement is safe or unsafe, based on the information considered.

The DCP case worker may assess that it is not appropriate to proceed with the temporary placement. In these circumstances the DCP case worker must:

- record their rationale on the 'Temporary Placement Assessment' page in C3MS
- seek supervisor approval for the decision
- communicate the decision to the proposed temporary carer
- provide the proposed temporary carer with information about their right to an [Internal Review](#) of the decision.

Complete pre-placement assessment tasks

Meet with the proposed temporary carer and household members

If the DCP case worker assesses that it is appropriate to proceed with the Winangay Initial Carer assessment, they should conduct a home visit to meet with the proposed temporary carer.

All assessment forms and templates must be downloaded from the [Winangay Portal](#).



It is acknowledged that in circumstances where a placement is required urgently, a meeting with the carer may not be possible prior to the placement commencing. If this is the case, the meeting must occur as soon as possible after the placement commences.

The DCP case worker should provide the proposed temporary carer with written information about the Winangay Initial Carer Assessment process. This includes the Winangay Information on how to become a Kinship Carer pack (available from the [Winangay Portal](#)).

Where possible, it is recommended that a kinship care worker or Aboriginal practitioner (for Aboriginal and Torres Strait Islander infants, children and young people) attend home visits with the DCP case worker.

The DCP case worker should obtain written consent to undertake assessment tasks using:

- [Kinship Care and Specific Child Only Care Carer Consent Form](#) and
- [Kinship and Specific Child Only Care Other Household Member/s and Regular Guests Consent Form](#).

Conduct a home safety check

The DCP case worker must undertake a home safety check to assess the safety of the physical environment, including sleeping arrangements for the child or young person. All Winangay home safety check templates should be obtained from the [Winangay Portal](#).

For infants under the age of 12 months, the child's sleeping environment should be assessed against the [South Australian Safe Infant Sleeping Standards](#).

The DCP case worker should:

- work in partnership with the proposed temporary carer to develop actions to mitigate concerns about the home environment using the Home safety action plan
- record their assessment summary for the home safety check using Decision on home safety check report
- upload the completed documents to the 'Temporary Placement Assessment' page in C3MS.

It is acknowledged that due to the urgency of placement, a comprehensive home safety check may not be possible prior to the placement commencing. In these circumstances, the comprehensive Winangay home safety check must occur as a matter of urgency after the placement start.

Consult with a recognised organisation (for Aboriginal and Torres Strait Islander infants, children and young people only)

For guidance about completing consultation with a recognised organisation, refer to [Consult with a recognised organisation \(for Aboriginal and Torres Strait Islander infants, children and young people\)](#) in this chapter.

Obtain approval for the child or young person to be placed with the temporary carer

The supervisor must review all completed assessment tasks recorded in the 'Temporary Placement Assessment' page in C3MS. If satisfied that the criteria for temporary placement are met and the DCP case worker's assessment indicates that the proposed placement is safe and suitable, the supervisor will approve the temporary placement.



The supervisor must record the rationale for the decision to approve or not approve the temporary placement on the 'Temporary Placement Assessment' page in C3MS.

The DCP case worker is responsible for recording the temporary placement in C3MS. The temporary placement end date must be three months of the placement start date.

Prepare for the temporary placement

For guidance about information that must be provided to the child or young person and the temporary carer, refer to [Prepare for the placement](#) in this chapter.

Provide information about Child Safe Environments and Safe Sleeping

The DCP case worker should ensure that the carer is provided with information about:

- [Child Safe Environments](#) and their mandatory notification obligations
- [Safe sleeping](#) (for infants under 12 months) in accordance with the [South Australian Safe Infant Sleeping Standards](#).

This information should be provided prior to placement start, or as a matter of urgency after placement start. Details of when and how the information was provided to the carer should be recorded as a case note in the 'Temporary Placement Assessment' page in C3MS.

Arrange financial assistance

To ensure timely payment, the DCP case worker must:

- forward the temporary carer's bank details to Carer Payments using the [Carer advice – bank account details form](#)
- provide the Carer Payments Team with details of any advance payments or e-cards provided to the temporary carer.

The Carer Payments Team is responsible for uploading the [Carer advice – bank account details form](#) to the temporary carer's C3MS record. The temporary carer will receive the start-up payment within 48 hours of the Carer Payments Team receiving their bank details.

Refer for a kinship care worker (as appropriate)

To provide in-placement support to the temporary carer, the DCP case worker should create and submit a referral to the DCP Kinship Care program in C3MS. For further guidance, refer to [C3MS Guide: Recording Referrals in C3MS](#).

The kinship care worker is responsible for supporting the DCP case worker to:

- attend home visits
- work with the temporary carer to complete action plans
- lodge WWCC applications with details completed correctly and in full
- obtain a referee report for the temporary carer
- identify and implement supports for the temporary carer.


If the infant, child or young person is Aboriginal or Torres Strait Islander, the Kinship Assessment Team will refer the carer to an ACCO for kinship support. This referral will occur when an application for full carer assessment is submitted.



Prior to the carer being allocated to an ACCO kinship care worker, the DCP case worker and the DCP office is responsible for supporting the carer.

Place and support the child or young person in the temporary placement

Once the child or young person has been placed in the temporary placement, the DCP case worker must maintain contact with the child or young person and the temporary carer during the placement.

 <p data-bbox="199 705 359 750">Partnership</p>	<p data-bbox="422 492 1348 571">Aboriginal and Torres Strait Islander Child Placement Principle active effort prompt</p> <p data-bbox="422 582 1420 795">Maintain regular contact with the infant, child or young person and the temporary carer to support the placement and build relationships. Be clear about when and how contact (such as home visits, care team meetings, telephone calls or emails) will occur. Be respectful and keep all parties informed when placement visits or meetings cannot proceed as planned. Being available and accessible supports a partnership approach with the infant, child or young person and the carer.</p>
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For the duration of the placement, the DCP case worker must:

- maintain regular contact with the child or young person to ensure their care environment is safe, nurturing, stable and secure
- adjust the frequency of contact to meet the child or young person's support needs (noting more frequent contact may be required in the early stages of the placement)
- work in partnership with the kinship care worker to support the child or young person and the temporary carer to support placement stability
- implement and monitor supports and assess whether they are achieving positive outcomes for the child or young person
- provide the temporary carer with information or support to respond to the child or young person's trauma-related behaviour (such as the [Trauma-informed guides using the Iceberg Model](#))
- make arrangements for respite care for the child or young person as required.

For further guidance, refer to [Support the placement](#) in the Supporting children and young people in care chapter of the Manual of Practice.

Respond to concerns about the temporary placement

If it is assessed that the child or young person is unsafe in their placement, the DCP case worker must:

- take appropriate action to ensure the child or young person's immediate safety, and
- report their concerns in accordance with the [Reporting a suspicion a child or young person is at risk Procedure](#).

For further guidance, refer to 'Respond to concerns about the placement' under [Support the placement](#) in the Supporting children and young people in care chapter of the Manual of Practice.

For further guidance about removal of the child or young person from a placement, refer to [Remove the child or young person from a placement](#) in the Supporting children and young people in care chapter of the Manual of Practice.

Interview the temporary carer and complete other assessment tasks



The DCP case worker should complete and seek approval for the finalised initial carer assessment within ten business days of the placement start date. All assessment forms and templates should be downloaded from the [Winangay Portal](#), completed and uploaded to the 'Temporary Placement Assessment' page in C3MS.

It is important to ensure that the temporary carer is aware that they will undergo additional assessment as part of the full carer assessment process.

Complete the Kids Safe Interview with the temporary carer

The DCP case worker must conduct the Kids Safe Interview with the temporary carer and other household members (available from the [Winangay Portal](#)). Planned actions to mitigate concerns as part of the Kids Safe Interview must be recorded using the Kids Safe Interview action plan in partnership with the temporary carer.

The DCP case worker must also discuss the following with the temporary carer and other household members:

- whether the temporary carer is willing and able to continue caring for the child or young person beyond the three-month temporary placement period (and for how long)
- applying to become an approved kinship or SCO carer
- the full carer assessment and approval process (to be completed within the three-month temporary placement period)
- the requirement for all approved carers and adult household members to hold a valid WWCC.

Obtain the child or young person's views

The DCP case worker must also obtain the child or young person's views about the placement including:

- whether they feel safe
- their views about remaining in the placement in the short- and long-term
- any supports that would help them to feel more comfortable or settled in the placement.

The DCP case worker must ensure that:

- actions identified during this discussion are incorporated into the child or young person's case plan
- if there are concerns about the child or young person's safety (or that of any other children or young people in the placement):
 - the supervisor is informed immediately
 - a plan to address the concerns is developed in consultation with the supervisor.

Complete the Kids: Our Say interview with other children and young people in the household

The DCP case worker should obtain the views of other children or young people living with the temporary carer using the Winangay Kids: Our Say Interview (available from the [Winangay Portal](#)).

Follow up on action plans

The DCP case worker, in partnership with the kinship care worker (if applicable), should ensure action plans are completed within their required timeframes. Any barriers to completing action plans should be identified and addressed in partnership with the temporary carer and kinship care worker.



Complete the third party referee check

The DCP case worker must conduct at least one third party referee check using the Third Party Referee Report form (available from the [Winangay Portal](#)). The third party referee must be nominated by the temporary carer.

The referee check may be undertaken either over the telephone or face to face. When conducting a referee check, the DCP case worker should ensure that the referee understands the purpose of the referee check.

Initiate Working with Children Check applications

The *Child Safety (Prohibited Persons) Act 2016* (Prohibited Persons Act) requires all adults working or volunteering with children to have valid Working with Children Check (WWCC). It is a requirement for approved carers and any adult household members to hold a valid WWCC under section 72 of the CYPs Act.

It is not a requirement for a temporary carer under section 77 of the CYPs Act to have a WWCC prior to the placement of the child or young person. If a temporary carer has indicated that they are willing to undergo a full carer assessment:

- the temporary carer, adult household members and regular guests must be supported to lodge an application for a WWCC within ten days of placement start
- the DCP case worker should note that the WWCC application has been lodged in the 'Temporary Placement Assessment' page in C3MS.

The temporary carer cannot be approved under section 72 of the CYPs Act if they, an adult household member or regular household guest are:

- unwilling to submit an application for a WWCC or
- are a prohibited person under the *Prohibited Persons Act*.

If the carer is a prohibited person, the DCP case worker must arrange for the child or young person to be placed in an alternative placement. This must occur before the temporary placement end date or more urgently if immediate removal is required to ensure the child or young person's safety.

If an adult household member is a prohibited person, the DCP case worker should arrange for the household member to move out of the carer's home.

Refer to the [Working with Children Checks for family-based carers Procedure](#) for further information.

Complete the final summary report

The DCP case worker is responsible for preparing the final summary report using the assessment report template (available from the [Winangay Portal](#)).

The final summary report should clearly articulate the extent to which the temporary carer is able to meet the child or young person's physical, emotional, developmental and cultural needs. This assessment should be based on all information gathered as part of the temporary placement assessment.

As part of the final summary report, the DCP case worker must develop recommendations regarding the suitability of the temporary carer to continue to care for the child or young person.

Discuss the final summary report and recommendations with the temporary carer

When the final summary report has been completed, the DCP case worker should:



- discuss the outcome and/or recommendations made
- provide the temporary carer with an opportunity to:
 - respond and request changes, where appropriate
 - provide additional clarifying information
 - have their views considered before the assessment recommendation is finalised
- provide the temporary carer with a copy of the report and obtain their signature
- advise the temporary carer that the recommendations are subject to supervisor approval
- upload the completed and signed report to the 'Temporary Placement Assessment page' in C3MS.

Provide the carer with the 'Application to become a Kinship/SCO Carer' (where appropriate)

Based on the recommendations of the temporary placement assessment, as well as the temporary carer's willingness to undergo a full carer assessment to become an approved carer under section 72 of the CYPs Act, the DCP case worker should:

- provide the carer with the [Application to become a Kinship/SCO/Foster Carer form](#)
- when completed and signed by the temporary carer, upload the application form to the 'Temporary Placement Assessment' page in C3MS
- ensure that all relevant assessment documents have been uploaded to the 'Notes and Documents' tab in the 'Temporary Placement Assessment' page in C3MS.

For a list of all assessment components and supporting documentation that must be completed and uploaded to the 'Temporary Placement Assessment' page, refer to the [Temporary placement assessment checklist](#).

A temporary carer is also entitled to make an application without a recommendation for a full assessment from the DCP case worker or the supervisor.

Once the application commences, an assessment must be undertaken to determine an outcome. The only exception to this is when the temporary carer makes an informed and voluntary decision to withdraw their carer application.

Obtain a final approval decision for the temporary placement

The DCP case worker is responsible for requesting the supervisor's approval for the finalised assessment and recommendations. The supervisor will review all assessment activities undertaken and record their approval decisions for:

- the recommendation for the temporary carer to undergo a full carer assessment
- the recommendation for the child or young person to remain in the temporary placement for the remainder of the temporary placement period.

These decisions must be recorded within ten business days from the placement start date. The Kinship Assessment Team will be notified of the requirement for a full carer assessment (if appropriate) via C3MS.



Respond to requests for an Internal Review

The temporary carer must be provided with information about their right to seek an [Internal Review](#) of a decision if they are not in agreement with the temporary placement assessment outcome. For further guidance, refer to the [Internal Review Procedure](#).

Full carer assessment and approval

The Kinship Assessment Team Supervisor will create a Carer Application record in C3MS. The Kinship Assessment Team is responsible for attaching all temporary placement assessment documents and notes to the carer's application. This should include the carer's signed [Application to become a Kinship/SCO/Foster Carer form](#).

The Kinship Assessment Team Supervisor will allocate an assessor to complete the full carer assessment. The assessor must complete the full assessment within eight weeks of allocation.

For Aboriginal and Torres Strait Islander carers, the Kinship Assessment Team will make a referral to an ACCO for a full carer assessment. For Specific Child Only temporary carers, the Kinship Assessment Team will refer the carer to a NGO for a full carer assessment. For further information, refer to the [Aboriginal Kinship Care Support Program Fact Sheet](#).

Refer to the [Carer assessment Procedure – Kinship and Specific Child Only](#) for further guidance about processes related to the application and assessment of kinship and specific child only carers.

For carers being assessed by an ACCO or NGO, the DCP case worker is responsible for:

- convening a meeting with the ACCO or NGO as soon as practicable following the allocation to discuss the child or young person's needs and to make plans to assess and support the temporary carer
- monitoring the progress of assessments being undertaken by an ACCO or NGO
- sharing relevant information with the ACCO or NGO about the child or young person, temporary carer, adult household members and regular guests, including child protection history.

CARU must make a final approval decision within two weeks of receiving the assessment report from the assessor.

CARU will inform the DCP office, Kinship Assessment Team, DCP Kinship Care and/or the NGO or ACCO support worker of the outcome of the approval decision. CARU will forward the approval confirmation letter and the approval confirmation table to the DCP case worker or kinship care worker to provide to the carer.

Place an additional child or young person in a temporary placement

If it is assessed that it is appropriate to place an additional child or young person in a temporary placement, this is considered a new temporary placement. The DCP case worker should:

- provide the carer with relevant information to enable them to make an informed decision to care for the child or young person
- record a new temporary placement for that child or young person in C3MS
- complete all relevant assessment tasks and documentation, taking into account information previously gathered, and other additional information gathered
- ensure the carer completes and signs a new [Application to become a Kinship/SCO/Foster Carer form](#) forward the form to the [Kinship Assessment Team inbox](#).



Where possible, the Kinship Assessment team and CARU will finalise and approve the full carer assessment for all children and young people in the placement.

Seek approval for a consecutive temporary placement

A further consecutive temporary placement will only be approved in exceptional circumstances where the requirements for a temporary placement are met. To seek approval the following steps must be undertaken:

- the DCP case worker must prepare a [Consecutive 3-month Temporary Placement Request memo](#) to the supervisor, which provides the DCP case worker's assessment of the safety and suitability of the consecutive temporary placement.
- the supervisor must forward the memo to the manager and regional director for endorsement.
- if approved by the regional director, the memo will be forwarded to the Executive Director, Out of Home Care for approval
- the approved memo must be uploaded to the 'Temporary Placement Assessment' page in C3MS.

On receipt of approval from the Executive Director, Out of Home Care the DCP case worker should:

- forward the approved memo to the Carer Payments Team so that the consecutive temporary placement can be recorded and carer payments can continue
- notify the Carer Payments Team on the day the child or young person leaves the placement, if this is prior to the planned end date.

Refer to the [Carer approvals, agreements and cancellations for family based carers Procedure](#) for further information about the full carer assessment.

4. Consult with a recognised organisation (for Aboriginal and Torres Strait Islander infants, children and young people)

Under section 12(3) of the CYPs Act, DCP must consult with and have regard to any submissions of a recognised Aboriginal or Torres Strait Islander organisation (recognised organisation) before placing an Aboriginal or Torres Strait Islander infant, child or young person in care.

To ensure effective consultation with the recognised organisation the DCP case worker should:

- ensure efforts to scope for placements within the child or young person's family, kinship and community networks are clearly documented in C3MS, including any assessments and their associated rationales
- request the consultation before the placement begins (when a placement is identified) where reasonably practicable
- demonstrate how the child or young person and their family (including extended family) participated in the placement decision and how their views were taken into account
- take the recommendations made by the recognised organisation into account and provide a response advising of any actions taken
- collaborate with the recognised organisation to resolve differences.



Partnership

Aboriginal and Torres Strait Islander Child Placement Principle active effort prompt

Consultation with the recognised organisation is both a legislative requirement and an active effort to work in partnership with Aboriginal and Torres Strait Islander communities. Genuine involvement of the recognised organisation in decision making requires the DCP case worker to consider any advice or recommendations made, and provide a response.

Prepare Recognised organisation consultation form

To facilitate consultation with the recognised organisation, the DCP case worker must complete the [Aboriginal and Torres Strait Islander Child Placement Principle – Recognised organisation consultation form](#).

When a placement is identified, the DCP case worker should gather all relevant information to complete the [Aboriginal and Torres Strait Islander Child Placement Principle – Recognised organisation consultation form](#). It is recommended that this form be completed in consultation with a PAC or other Aboriginal or Torres Strait Islander staff member.

To complete the form, the DCP case worker should refer to relevant information including, but not limited to:

- C3MS information (including relationships summary and placement history)
- the child or young person's case plan (which must include their ACIST)
- other relevant assessments, reports, or records relevant to the assessment of the proposed placement
- the views of persons impacted by the decision (including the child or young person, their family and the proposed carer)
- advice obtained through consultation with a PAC and other relevant Aboriginal or Torres Strait Islander staff
- advice obtained through consultation with other relevant professionals.

The DCP case worker should ensure that all sections provide complete and accurate information. Responses should provide details of actions undertaken and their associated rationales. Details include, but are not limited to:

- who in the family identifies as Aboriginal or Torres Strait Islander (such as parents, siblings, and extended family) and the specific Aboriginal or Torres Strait Islander Nation or language groups the infant, child or young person and family identify with (where known)
- sibling details (such as their ages and current care arrangements)
- how the child or young person and their family participated in decision making
- steps taken to identify placement options within the infant, child or young person's family, kinship and community networks
- details of involvement from Taikurtirna Warri-apinthe, if relevant
- the outcomes of consultation with a PAC and/or other Aboriginal staff consulted
- outcomes of previous consultation undertaken with the recognised organisation (where applicable)
- the rationale/s for the proposed placement.



Initiate consultation

The completed Recognised organisation consultation form should be submitted to the following email addresses:

Service	Email contact
AFSS	ycr@afss.com.au
KWY	For Noarlunga/ St Mary's/ Inner South offices only - referral@kwy.org.au .

For DCP case workers at the Noarlunga, St Marys or Inner South DCP offices, all referrals should be submitted to KWY. The only exception to this is if there is an identified conflict of interest or KWY otherwise declines the referral. In circumstances where KWY advises that the referral has been declined, the DCP case worker should submit the referral to AFSS.

AFSS and KWY provide recognised organisation consultation services during the business hours of Monday to Friday from 9am - 5pm.

For planned placement changes, the DCP case worker should ensure that the completed form is emailed to the recognised organisation as early as possible. This ensures sufficient time for the consultation to occur.

In some circumstances it may not be reasonably practicable to consult with the recognised organisation prior to placement. This includes situations where:

- the child or young person requires urgent protection from harm
- the recognised organisation is unavailable
- the placement occurs outside of business hours.

In these circumstances the DCP case worker should record the rationale for why consultation did not occur prior to placement in C3MS under 'Notes and Documents' in the 'Placement' tab. The consultation form should be forwarded by email by the next business day.

The recognised organisation will review the information provided in the Recognised organisation consultation form and consider:

- active efforts taken to identify safe and suitable placement options from within the child or young person's family, kinship and community networks
- whether there are any other safe placement options that can be considered
- the extent to which the proposed placement is likely to meet the cultural needs of the Aboriginal and Torres Strait Islander infant, child or young person
- additional placement matching considerations or concerns, including the suitability of the proposed placement.

The recognised organisation will provide a response within three business days from receipt of the form.

In circumstances where the recognised organisation has not provided a response within three business days, the DCP case worker should advise their supervisor so that the matter can be escalated through the office manager.

Make decisions in partnership with the recognised organisation



The recognised organisation will provide advice regarding the proposed placement, and will either:

- support the proposed placement (with or without recommendations) or
- not support the proposed placement and make recommendations.

The DCP case worker must consider the recognised organisation's recommendations when making decisions about the child or young person's placement.

Work in partnership with the recognised organisation to resolve any differences

If the recognised organisation does not support the placement, the DCP case worker must:

- discuss the child or young person's care needs to prepare for follow up with the recognised organisation
- discuss the proposed placement with the recognised organisation to seek clarity and, where possible, agreement about how to meet the infant, child or young person's needs
- complete the 'Departmental Follow up' section of the [Aboriginal and Torres Strait Islander Child Placement Principle – Recognised organisation consultation form](#), outlining:
 - measures taken to resolve or understand differences (such as additional consultation, meeting with recognised organisation staff, providing or seeking further information)
 - the outcomes of further consultation, and (if relevant)
 - the agreed steps, such as conducting further family mapping or providing additional information about arrangements to support the young person to maintain relationships with family, kin and community.



Partnership

Aboriginal and Torres Strait Islander Child Placement Principle active effort prompt

Working in partnership is critical to achieving best outcomes for Aboriginal and Torres Strait Islander infants, children and young people. Negotiate in good faith with the recognised organisation throughout decision making. Demonstrate respect and value the information shared by the recognised organisation, clarify any concerns and provide a response about what actions have occurred to resolve them.

Record the outcome of consultation with the recognised organisation

All information about placement decision making must be recorded in C3MS. The DCP case worker must upload the [Aboriginal and Torres Strait Islander Child Placement Principle – Recognised organisation consultation form](#), departmental follow up form, and any related correspondence to the child or young person's placement.

For temporary placements, the Recognised organisation consultation form must be uploaded to the 'Temporary Placement Assessment' page in C3MS.

For all other placements, the DCP case worker should upload consultation documents within the 'Placement' tab with the following details:

- title the case note "Recognised organisation placement consultation [dd/mm/yy]"
- select the "Consultation - cultural" and "Placement" categories.



5. Record the placement decision

The DCP case worker should ensure that all placement decisions and their associated rationales are recorded in C3MS.

For children and young people in temporary placements, all decisions and their associated rationales should be recorded on the 'Temporary Placement Assessment' page in C3MS.

For other placement decisions, the DCP case worker should record the decision in accordance with the [Consult or Decision Record Procedure](#) with the 'Key Decision' box ticked. The Consult or decision record note should then be work flowed to the supervisor for approval.

6. Prepare for the placement

Provide information to the proposed carer

Under section 81 of the CYPS Act, the DCP case worker must ensure that the carer is provided with information that is reasonably necessary for them to provide appropriate care to the child or young person.

For kinship, SCO and residential care placements, the DCP case worker is responsible for providing the carer with information about the child or young person. For a comprehensive list of information that should be shared with the carer within the first six weeks of the placement, refer to the [Information checklist for family based carers](#).

The carer must also be provided with a copy of the child or young person's case plan.

In some cases, the child or young person's information and/or their case plan will not be available at the time of placement. In these circumstances, the information must be provided to the carer as soon as it becomes available.

The DCP case worker should continue sharing information necessary to enable the carer to provide attuned and responsive care to the child or young person throughout the placement.

When assessing whether information is appropriate to share with the carer, the DCP case worker should consider:

- the source of the information
- how recent the information is
- how well the information aligns with other information available about the child or young person
- what the child or young person's views about sharing the information are.

For further guidance, refer to [Support the placement](#) in the Supporting children and young people in care chapter and 'Information sharing with family-based carers' under [Determine whether to share information](#) in the Information gathering and sharing chapter of the Manual of Practice.

For potential carers from a CALD background, it is important to determine their level of understanding about the child protection system in South Australia. Often, no similar statutory systems exist in non-Western countries. The DCP case worker should ensure that carers from a CALD background understand:

- the role and function of DCP



- what is expected of them as carers
- the level of engagement the department will have with them on an ongoing basis.

Providing carers this information will contribute to a stable placement for the child or young person.

The carer's support agency and DCP must have regard for and may give effect to the child or young person's expressed wishes regarding disclosure of certain information. The carer's support agency and DCP must assess whether not sharing the information would create risk for the child or young person, or the carer.



Connection

Aboriginal and Torres Strait Islander Child Placement Principle active effort prompt

When preparing for the placement, explain to the carer that the case plan includes a cultural maintenance plan for the infant, child or young person. Explain the purpose of the Aboriginal Cultural Identity Support Tool (ACIST) as a plan of action to maintain connections and nurture their identity. Discuss with the carer their role in supporting this plan and making contributions to it throughout the placement.

The carer should also be referred to the [DCP website](#), which includes information about the [Statement of Commitment](#), [care teams](#), [carer payments](#), [care concerns](#), [information sharing](#), and [complaints](#) and [Internal Reviews](#).

For infants under 12 months, the DCP case worker should work in partnership with the kinship care or placement support worker to ensure that the carer has appropriate information about [safe infant sleeping](#). For further guidance, refer to the [South Australian Safe Infant Sleeping Standards](#).

Provide placement information to the child or young person

Under section 80 of the CYPS Act the DCP case worker must provide the child or young person with information about the placement and the carer.

Regulation 20 of the CYPS Regulations requires that prior to placement, the child or young should be provided with developmentally appropriate information about:

- the name and age of the carer (best practice would be to provide a photograph of the carer to the child or young person)
- the address at which the child or young person will reside
- the nature of the employment of the approved carer
- the name, age and gender of any other persons residing in the carer household
- details of any relevant experience the approved carer has had caring for children or young people
- the school (if any) where the child or young people will be enrolled (or the child or young person is to be advised if there is no change to schooling).

Other key information that should be shared with the child or young person includes:

- information about other children and young people living in the placement, including:
 - names
 - ages
 - relevant details of developmental, behavioural or disability needs



- known information about the house where they will be living (for example, whether they will be sharing a bedroom).

If the child or young person's placement requires them to move interstate or travel a significant distance (for example, from a country location to a metropolitan one) the DCP case worker should ensure that:

- the child or young person has been provided a developmentally appropriate explanation of where they will be relocating to and the support they will have available to them (including case management support in other jurisdictions, where relevant)
- the discussion takes place before the child or young person relocates
- the child or young person's views are taken into consideration as part of any travel plans and transition planning.



Participation

Aboriginal and Torres Strait Islander Child Placement Principle active effort prompt

When providing placement information to the child or young person, discuss their feelings and understanding about what would make them feel culturally safe in their placement. Explore how they might like their culture expressed in the placement and what would help them feel safe and strong in themselves and their identity.

The DCP case worker may also need to consider other information sharing needs relevant to the child or young person's circumstances:

Child or young person	Additional considerations
Aboriginal and Torres Strait Islander infants, children and young people	<p>Ensure that the infant, child or young person is provided with information about how they will be supported to maintain connection to their family, kin, community, culture and Country.</p> <p>Refer to Identify and respond to the cultural needs of Aboriginal and Torres Strait Islander infants, children and young people in the Supporting children and young people in care chapter of the Manual of Practice and the Aboriginal and Torres Strait Islander Child Placement Principle Practice Paper.</p>
Children and young people from culturally and linguistically diverse backgrounds	<p>Ensure the child or young person is provided with information about how they will be supported to maintain connection to their family, culture, religion, language and community.</p> <p>For further guidance, refer to Identify and respond to the cultural needs of children and young people from a culturally and linguistically diverse (CALD) background.</p>
Children and young people with developmental delay or disability impacting their intellectual functioning and/or communication	<p>Consider flexible options, additional time and effort required to communicate placement information. The DCP case worker should, if required, consult with disability specialists for advice about communicating effectively with the child or young person.</p>



<p>For children and young people transitioning between residential care placements</p>	<p>Provide the child or young person with information about the residential care house and the names, ages and genders of any other children and young people in the house (where appropriate).</p> <p>Information about staff at the house including:</p> <ul style="list-style-type: none"> • the staffing model (for example, whether staff there are on a regular rotation) • who their key worker will be (if known). <p>For further guidance, refer to Support placement transitions from residential care in the DCP Residential Care chapter of the Manual of Practice.</p>
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If the child or young person is transitioning to a foster care placement, NGO agencies will provide DCP with information about the carer and their household. This information will be provided either when the placement is approved or as part of a pre-placement meeting. The carer profile includes:

- details of household members, including other children or young people living in the placement
- the child or young person's sleeping arrangements
- photos of family members in the household
- photos of the house and yard
- details of family pets.

When the placement occurs after hours, DCP After Hours will share known information about the carer with the child or young person.

The DCP case worker also may refer to the [Guardian for Children and Young People Social Worker Checklist](#). This checklist provides for a list of prompts for sharing information with the child or young person.

Refer to [Supporting the participation of children and young people in decision making Practice Paper](#) for further guidance about sharing information with children and young people.

Complete the 'Verification of a Child in Care Card'

When the placement has been approved, the DCP case worker must complete the [Verification of a child in care card](#), have this authorised by the supervisor and provide it to the carer as soon as possible.

In circumstances where an additional child is placed with a carer, the DCP case worker must ensure that the carer is issued with an updated Verification of a Child in Care Card.

Provide placement information to parents

Under section 84(5) of the CYPS Act, the Chief Executive must keep each parent and guardian of the child or young person informed about:

- where the child or young person is living and
- how they are being cared for.

The only exception to this requirement is in circumstances where the Chief Executive is of the opinion that it would not be in the best interests of the child or young person to do so.



Prior to placement start, the DCP case worker must consider whether providing placement information to the child or young person's parents could constitute a risk to the safety of:

- the child or young person
- the carer or
- anyone else with whom the child or young person is living.

This assessment must consider:

- the risk posed by the child or young person's parent/s or other significant adults, including:
 - partners of a parent
 - adult household members from the child or young person's family home
 - anyone else who will have regular contact with the child or young person
- the potential risk to the child or young person and/or their carer
- the risk of the child or young person's parents attending the carer's home without prior approval or agreement with the carer.

If this assessment is not completed prior to placement, it should be completed as soon as practicable after the placement commences. The information about the placement should be withheld from the child or young person's parents until the assessment is completed.

If it is assessed that it is necessary to withhold placement information from the child or young person's parents, the DCP case worker should:

- record the decision and rationale in the 'Placement' tab in C3MS
- consider whether to create a safety alert in C3MS
- consider whether other persons or agencies (such as a school or SA Health) should be advised of information that should be withheld from parents
- provide the parents with a general description of where and in whose care the child or young person is placed (for example, they are with an approved carer or are in a residential care placement)
- case note details of the information provided to parents, when it was provided and how.



Connection

Aboriginal and Torres Strait Islander Child Placement Principle active effort prompt

Wherever safe, possible and appropriate, parents should continue to play an important role in the infant, child or young person's life. Continue to engage openly and honestly with the parents. Encourage and support them to participate in decision making, case planning (including the ACIST) and Aboriginal Life Story Work.

Ensure supports are in place for the carer to meet the child or young person's needs

The carer may require additional support to ensure that they can meet the child or young person's needs in the placement. The DCP case worker is responsible for working with the carer's support agency or kinship care worker to identify and implement placement supports.



These supports may include making arrangements for additional:

- beds or bedding
- furniture or storage
- car seats
- assistance with transporting the child or young person
- food
- medication or other health-related supports.

For further guidance, refer to [Support the placement](#) in the Supporting children and young people in care chapter of the Manual of Practice.

7. Support the move to the placement

The DCP case worker is responsible for organising transport for the child or young person and accompanying them to their new placement, wherever possible. For further guidance, refer to [Transporting children and young people](#) in the Supporting children and young people in care chapter of the Manual of Practice.

The DCP case worker should ensure that the child or young person's personal belongings and important documents are provided to the carer, including:

- Medicare and Health Care Card
- medication, related documentation and prescriptions
- health records, including their 'Blue Book'
- school reports, certificates of achievement or other records
- life story books and other items of personal significance
- for children with high health needs or disabilities, their health care plans, support plans and equipment
- bank account details (if relevant).

The DCP case worker should ensure that the child or young person has suitable clean clothes, other apparel, hygiene products and an appropriate storage bag (such as a suitcase). Toys or other personal belongings should accompany the child or young person wherever possible.

If the child or young person does not have sufficient belongings, the DCP case worker can consider using NGOs such as [Backpacks 4 SA Kids](#). Backpacks 4 SA Kids provide clothes and personal supplies to children and young people placed in emergency foster and kinship care.

Any additional items required for the child or young person will be funded by the DCP office.

The DCP case worker should ascertain how the child or young person is settling into the new placement. This may include:

- whether the child or young person is feeling safe and settled in the placement
- their relationship with their carer and others living in the house (including other children and young people)



- whether they require additional support to discuss their needs and preferences with their carer (for example, requesting more personal space/privacy, preferred communication style, preferred approach for conflict resolution)
- whether the child or young person has sufficient personal belongings and whether additional support is required to ensure they have essential items.

For further guidance about support a child or young person transitioning between placements, refer to [Support the child or young person to transition between placements](#) in the Supporting children and young people care chapter of the Manual of Practice.

Document control

Reference No./ File			
Document Owner		Lead Writer (position)	
Directorate/Unit: Quality and Practice		Operational Policy Team, Quality and Practice	
Accountable Director: Director Quality and Practice			
Commencement date	20 June 2025	Review date	6 December 2027
Risk rating	Consequence	Likelihood	Risk Rating
	Moderate	Unlikely	Moderate

REVISION RECORD		
Approval Date	Version	Revision description
13/11/2019	1.0	Final
6/03/2020	2.0	Incorporation of Complexity Assessment Tool content and revision of Temporary Assessment content.
21/07/2020	2.1	Minor amendments to provide clarity regarding requirements for temporary placement assessments
12/1/2021	2.2	Additions regarding considerations / requirements for culturally and linguistically diverse children, young people and families. Also removal of references to Commercial Care and minor changes made for consistency in language across all Manual chapters and formatting of the Word version of the Chapter
24/2/2021	3.0	Revision of temporary placement assessment content to reflect use of Winangay assessment tools. Other minor changes made throughout the chapter to update and clarify existing content on placement matching and decision making.
23/03/2021	3.1	Minor amendments to include link to a fact sheet and to clarify existing requirements for assessment for additional children entering a temporary placement.
19/5/2021	3.2	Revision of information to be provided to carers prior to placement to include a hyperlink to the information checklist for family-based carers and to remove duplicate information.



REVISION RECORD		
Approval Date	Version	Revision description
14/01/2022	4.0	Revision of content and order of sections and addition of relevant guidance on preparing to make a placement request. Incorporation of practice guidance on consulting with a recognised organisation. Incorporation of guidance on supporting children and young people through placement changes. Updates to language on consultation.
16 March 2022	4.1	Minor amendments to TFCO carer payments
1 April 2022	4.2	Minor amendments to include updated references to the Information gathering and sharing chapter of the Manual of Practice.
1 June 2022	4.3	Minor amendments regarding Connect for Safety
3 June 2022	4.4	Minor amendments to Refer a young person for Treatment Foster Care Oregon Program.
3 June 2022	4.5	Minor amendment to include Working with Children Check requirements for carers, adult household members, regular guests and biological parents.
15 June 2022	4.6	Minor amendments regarding temporary placements.
14/07/2022	4.7	Minor amendment to update reference to Placement Procedure.
24/10/2022	4.8	Minor amendment to references to Manual of Practice content and to update hyperlinks.
03/11/2022	4.9	Minor amendment to reference to guidance on responding to concerns about a placement.
21/11/2022	4.10	Minor amendment to include references to the Emergency arrangements with non-panel service providers Procedure.
22/11/2022	4.11	Minor amendment to include guidance regarding gender identity and recording requirements.
03/02/2023	4.12	Minor amendment to insert a reference to the Place a child or young person in care flowchart.
15/02/2023	4.13	Minor amendment to incorporate learnings from coronial findings regarding assessment of the safety of siblings.
02/05/2023	4.14	Minor amendment to update Scope section to refer to authorisations and delegations.
06/05/2023	4.15	Minor amendments to practice guidance relating to Connect for Safety and guidance on transporting children and young people to a placement.
01/09/2023	4.16	Minor amendments to practice guidance relating to interstate child protection information checks.
01/09/2023	4.17	Minor amendment to guidance on obtaining consent for interstate child protection history checks.
19/09/2023	4.18	Minor amendment to guidance regarding obtaining consent.
22/09/2023	4.19	Minor amendments to incorporate additional guidance about scoping for kinship carers in response to recommendations from the Independent Inquiry into Foster and Kinship Carers in South Australia.
28/11/2023	4.20	Minor amendment to update guidance about conducting criminal history checks to inform a carer assessment.



REVISION RECORD		
Approval Date	Version	Revision description
14/12/2023	4.21	Minor amendment to clarify requirements for issuing a Verification of a Child in Care Card to a carer.
12/01/2024	4.22	Amended to retire key step 8 'Refer a young person for Treatment Foster Care Oregon program'. Minor amendments to update references to C3MS guides.
25/01/2024	4.23	Amendments to guidance on temporary placements to update references to Winangay Initial Carer Assessment tools.
27/03/2024	4.24	Minor updates to update guidance about care team meetings.
23/04/2024	4.25	Minor amendments to include guidance regarding the new Multicultural Services Service Delivery Model
05/04/2024	4.26	Minor amendment to align content with the reviewed Supporting children and young people in care chapter of the Manual of Practice
13/05/2024	4.27	Minor amendments made in response to recommendations of the Independent Inquiry into Foster and Kinship Care in South Australia to strengthen guidance about information sharing and record keeping.
07/06/2024	4.28	Minor amendments to include additional guidance about the Additionally Approved Carer program.
6/12/2024	5.0	Comprehensive review in alignment with the DCP policy review cycle.
27/03/2025	5.1	Minor amendments to clarify the process for requesting interstate criminal history from SAPOL for the purpose of undertaking a temporary placement assessment.
02/05/2025	5.2	Minor amendment to add a reference to the Carer assessment Procedure – Kinship and Specific Child Only in key step one.
19/06/2025	5.3	Minor amendment to clarify guidance about supporting children and young people's meaningful engagement in decision making about placement.