

Work Instruction Victoria
Carer Households –
Identification & Monitoring

WIV: Carers
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Item/Who	KEY STEPS	CLARIFICATION
Carers, Staff members, Managers	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">1. Purpose</div>	<p>This procedure defines the process for identification and monitoring the composition of carer households and ensuring that Baptcare is notified by carers of changes.</p>
Carers, Staff members, Managers	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">2. Carer household composition – requirements of Baptcare</div>	<p>Under the Children, Youth and Families Act 2005 (CYF Act), all permanent or regular members of the households of carers must undergo suitability checks. These checks include:</p> <ul style="list-style-type: none"> • Police checks (initial and then renewals each 3 years) • International Police Checks (where appropriate) • Working with Children checks (if it is expected that the household member will have a role with the child) <p>Community Services Organisations are required to have in place processes that provide for the identification of new additions to carer households.</p>
Out of Home Care caseworker	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">3. Identifying new members of carer households – responsibilities of the Out of Home Care caseworker</div>	<p>Baptcare’s approach to identification and monitoring changes in carer households relies on the cooperation of carers and Out of Home Care case managers.</p> <p>Potential Foster Carers are informed (via the Step by Step Assessment Process Data Forms) that household members are to be identified and undergo and maintain Police and Working With Children Check.</p> <p>The Out of Home Care case manager is responsible for:</p> <ul style="list-style-type: none"> • Providing information and promoting the awareness among carers, of the need to inform Baptcare of changes in their household. This requirement is documented in the Foster Carer “Code of Conduct” which is signed by the Carer. • Household Membered are reviewed during the Carers Annual Review process • Monitoring household composition during supervision with carers, and ensuring that any changes identified

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		<p>are documented and reported</p> <ul style="list-style-type: none"> • Assisting new household members to complete applications for Police and Working with Children checks, and facilitating the submission of these checks • Assessing and if necessary undertaking an investigation into the impact on the child's Best Interests, of the change in household composition. • Informing the Office Manager to ensure the household member is added to the Baptshare Carers Police and WWCC Register. This register is monitored regularly by the Team Leader(s) and/or Out of Home Care Manager. 3 monthly audits are undertaken and a report on status of household members checks is reported to the Quality Coordinator.
<p style="text-align: center;">Foster and Kinship Carers</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p style="text-align: center;">4. Identifying new members of carer households – responsibilities of the Foster or Kinship carer</p> </div>	<p>The Foster or Kinship Carer is responsible for:</p> <ul style="list-style-type: none"> • Verbally reporting to the case manager in relation to any significant changes in the household, including additions of permanent residents, and/or regular guests who stay overnight • Ensuring that household members or regular guests are made aware of the requirement that they undergo suitability checks, and that the cost of these checks are borne by Baptcare (Foster Care) or DHHS (Kinship Care) • Facilitating the completion of required suitability checks in whatever ways possible • Participating in regular supervision discussion with the case manager in relation to household composition • If the case manager deems it necessary, assisting with an investigation into the impacts on the child's Best Interests of any household changes that have occurred.