

## 7.2 The Child History Folder and Child History File

Last Amended: 21/02/2014 2:07

### Policy

#### Purpose

To guide child protection workers in the requirement that every child in the Chief Executive Officer's (CEO's) care has an accurate and up to date Child History Folder (hardcopy) and Child History File (Objective).

#### Legislative Authority

[Children and Community Services Act 2004 - Section 39 Provisional care plan](#)  
[Children and Community Services Act 2004 - Section 62 Care plans](#)  
[Children and Community Services Act 2004 - Section 90 Review of care plan](#)  
[Children and Community Services Act 2004 - Section 97 Entitlement to personal material](#)  
[Children and Community Services Act 2004 - Section 123 Records](#)  
[Children and Community Services Regulations 2006 - Regulation 5 Records, prescribed information \(for Act s.126\)](#)

#### Standards

[Better Care, Better Services - Standards for Children and Young People in Protection and Care](#)

#### Practice Requirements

- Under the *Children and Community Services Act 2004* (the Act), the CEO must ensure that records are kept in respect of every child who is or has been in care. The records must contain prescribed information under r.5 *Children and Community Services Regulations 2006* (the Regulations).
- The child protection worker must compile and maintain information for a child in the CEO's care in a Child History Folder (hardcopy) and in a virtual (Objective) file known as the Child History File.
- The child protection worker must record and store the information so that it is easily retrievable when the folder needs to be passed on to the child when leaving care.

#### Process Map

Not applicable

#### Procedures

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#### Procedure - 7.2 The Child History Folder and Child History File

##### The contents of the Child History Folder and the Child History File

The Child History Folder and corresponding Child History File should contain the child's care needs, history, development and progress. This includes information that parents and other members of a child's family would normally keep and pass on.

The prescribed information that must be placed in both files in accordance with the Regulations are:

- the child's birth certificate and/or information to the extent that such information is available
- a copy of the protection order(s)
- the child's passport, where applicable
- photographs of the child (excluding photographs of the child that depict harm or are of a forensic nature)
- a copy of the child's care plan or provisional care plan and any modifications to it
- information about the child's health, including a copy of any medical or immunisation records (that is, those records normally provided to parents by health services that a young person will need regarding their health history when they turn 18 years of age. Reports provided as part of a safety and wellbeing assessment or from the PMH Child Protection Unit must not be placed in these files)
- information about the child's education, including a copy of any school reports
- information about the child's cultural, ethnic, religious and family background to the extent that such information is available, and
- any other information considered by the CEO to be relevant to the child.

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#### Management of documents in the Child History Folder

All physical documents placed in the Child History Folder must be in reverse chronological order. Staples, paper clips and other fasteners must be removed and the original birth certificate should be placed in a plastic sleeve.

The inside cover of the folder includes a contents list where information about the documents being placed in the folder should be listed for quick reference.

An electronic version of the Child History Folder (the Child History File) must be created in Objective, and a copy of all material placed in the folder must be scanned and placed in the file.

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#### Transfer of information

Where case management of a child in the CEO's care is transferred to another child protection worker, either in the same district or to another district, the Child History Folder and any archived paper files must be transferred to the new child protection worker.

#### Handing over information to the child

The child protection worker must establish a process for handing over the Child History Folder to the child as part of the planning for transition from the CEO's care. The child protection worker must check that the Department has kept a complete copy of the documents in the Child History File in Objective.

The team leader must approve this process. For more information, refer to Chapter 10: Leaving the CEO's Care.

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