

Attachment 1

- a. **Screening of carers and staff as well as carers' household members. For example, working with children check and criminal checks.**

Youth Care Policies & Procedures Manual Section 2.1: Page 147 [Attachment 1]

After the Initial Enquiry form is completed, the "Action Sheet" (CCWT/ACWA Step by Step Assessment Package) is completed by the Administration Officer.

The Administration Officer offers to send out a non-obligatory "Potential Carers Information Booklet" enquires if the prospective carer would like to be contacted within a week for an initial interview and/or placed on the "Potential Carer List for Shared Stories: Shared Lives" training.

Object of the Initial Interview

The objective of the initial interview is to inform the prospective carer of the philosophy, mission statement, aims and goals of Youth Care UPA. At this time, the prospective carer is provided with information in relation to the reasons that children and young persons enter into out-of-home care.

The Youth Care UPA worker/s also:-

- Answers any questions the prospective carer has about being a carer and working with Youth Care UPA;
- Explores the motivation and reasons the person is considering becoming a carer.
- Ideally the prospective carer will want to work with children and young persons, is ready for a challenge, and feels that he or she has the experience and skills to bring to being an authorised carer.

This interview is an opportunity to:

- Deter people who have a very different view of caring for children and young persons. (e.g. some believe that having a children and young persons in their home will fulfil their needs; for the child they never had; for the child that has gone; someone to love them; for entertainment; for someone to take out to kid's movies or theme parks or to satisfy their own feelings of sorrow or guilt that some children are not cared for properly);
- Explore the implications that being a carer may have on his or her relationship and family;
- Invite the applicant to commence carer training.

Forms to be completed immediately are:

- National Police Criminal Check; (these forms are to be completed by all persons 16 years of age or older who will reside with the child or young person)
- NSW Working with Children Check (these forms are to be completed by all persons 18 years of age or older who will reside with the child or young person)
- Prohibited Persons Employment Declaration',
- Consent Form for the release of information (Chapter 16a).