

Attachment 7

Youth Care Policies & Procedures Manual Section 2.1: Page 187-188 [Attachment 7]

Youth Care UPA respite carers may also provide emergency or immediate short term care needs (maximum 2 weeks) when referred by C&FRU or other agencies with case management, while child or young person assessments or long term placements are located for a child or young person.

The Program Manager, Service Coordinator or Case Worker will contact the authorised carer a minimum of initially once a week and thereafter monthly or as the need is identified by either the Youth Care UPA allocated worker or the authorised carer. The Program Manager and Service Coordinator also are available to provide ongoing support to the authorised carers as required.

Further, Youth Care UPA provides after hours on call service to enable support to Authorised Carers and/or a child or young person. All carers are provided with emergency after-hours number. Carer training to identify early warning signs of violence or aggression will help to reduce the occurrence of critical incidents.

Authorised carers also receive support from: -

- From peers, by direct contact and through shared outings and events especially in the early stages after being authorised as a carer;
- From workers from other agencies and from community based organisations;
- The Foster Parents Support Network.

Authorised Carer Re-Assessment

All authorised carers undergo a formal review within six (6) months of being authorised regardless of whether they have a current placement. This process is to ensure information remains current and authorised carer circumstances and skills have not altered to an extent where their ability to provide quality, safe and supportive out of home care is compromised.

All authorised carers will then complete a re-assessment on an annual basis. The Service Coordinator and Casework Specialist are responsible for undertaking all re-assessments and for accurate and timely documentation. When the formal report is completed it is submitted to the Program Manager for approval.

If the decision is to renew the carer's authorisation or to vary the Service Coordinator and Casework Specialist's will:

- Discuss the contents of the carer's review with the carer and also provide the carer with a copy and allows them to record any dissenting views;
- Discuss the contents with the Program Manager who in turn will discuss the matter with the Regional Manager.

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If the decision is to cancel or vary the carer's authorisation, the Program Manager will:

- Discuss the contents and the concerns with the Regional Manager;
- Advise the carer in person and in writing of the decision and the reasons for the decision including that they may ask for the decision to be reviewed internally by writing to the Regional Manager in the first instance, then make an application for a further review to the General Manager, and lastly by applying to the Administrative Decisions Tribunal if the internal review upholds the decision to suspend or cancel the carers authorisation.

Reasons to Cancel an Authorised Carer's Authority:

The decision for Youth Care UPA to cancel or vary authorised carer authorisation is a reviewable decision and must be made in writing with an appropriate rationale supporting the reasons to vary or cancel.

Possible reasons to cancel an authority include;

- A decision by the authorised carer to retire;
- A breach by the carer of the Code of Conduct for Authorised Carers;
- As a result of a medical review indicating that the carer does not have the capacity to provide adequate carer for children and young persons;
- As a result of the carer's home not being a safe and healthy environment for the care of children and young persons.

Disciplinary Proceedings - An Overview of Disciplinary processes:

If an issue arises the carer will be invited to attend a disciplinary meeting with the Program Manager, Service Coordinator and Case Worker. Prior to the meeting the relevant Program Manager/ Service Coordinator or Case Worker is responsible for ensuring the carer is provided with:

- A document, which outlines the matter/s of concern
- Copies of any relevant procedural or policy documents