

## Attachment 12

### Youth Care Policies & Procedures Manual Section 1.6: Page 112-113 [Attachment 12]

#### 1.6 MONITORING PLACEMENTS AND REVIEWING CASE PLANS

##### Youth Care UPA Policy No: 1.6

###### **Policy**

Youth Care UPA monitors and reviews case plans on a regular ongoing basis for all young persons placed in out-of-home care, to ensure the goals and tasks in the Care Plan are monitored, time-lines are met and any gaps in the service provided are identified.

###### **Objective**

For the placement to meet the individual needs of the child or young person placed in the Youth Care UPA out-of-home care Program.

###### **Principle of Youth Care Policy No: YCUPA/CP/O12**

The monitoring and reviewing of case plans encompasses all aspects of out-of-home care. This process is undertaken to ensure the goals and tasks identified in the care plans and time-lines are being met and any gaps in service being provided is identified.

###### **Case Plan**

The young person's Case Worker is responsible for the completion of the Case Plan. The Case Plan is up-dated when significant events occur, health information changes, at regular intervals and at key milestones.

These plans are developed with the involvement of the young person, his or her family, and all relevant agencies, such as Community Services, other Non-Government Organisations (NGO), school, health and if appropriate, police. The planning meetings are an appropriate venue for airing and dealing with differences between any of the parties including the young person, the authorised carer, the natural family and the workers from any of the relevant agencies.

###### **Casework and Monitoring the Placement**

Visits are a combination of informal (where there is the opportunity to have a general chat about how the placement is going) and more formal meetings where the Case Worker and the child or young person have set items they wish to discuss in more depth. The Case Worker uses discretion, depending on the domestic situation, so that some meetings are held at home, around the kitchen table or veranda, and others can be held outside the home, in a park or coffee shop, or a venue where there are less distractions and interruptions. Children and young persons usually find it easier to talk to their Case Worker if they are not sitting down face to face, and they are usually more open, if the conversation occurs during some activity such as walking, fishing, driving or sitting down watching the waves.

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Building a trusting relationship with children and young persons is essential so that routine and other issues, which may be of a very personal nature, are discussed openly with the Case Worker. This is especially relevant to this group of children and young persons, given that they have learnt a number of very mixed messages about trusting adults.

The Case Worker for the authorised carer has a dual responsibility to support the authorised carer in what they are doing as well as to challenge and expand their (the carer's) capabilities. The Case Worker also has the responsibility of monitoring the placement and ensuring that the care plan is being carried out, not only to the letter of the legislation, but in the spirit of the law. There are also other issues to be raised, for example; discipline, which requires the Case Worker to take a definite stand with the carer.

Other areas are less clearly defined and require a more open approach, for example, the integration of children and young persons into the wider community. Given the demanding nature of the work, carers can easily focus on just getting through on a day by day basis and often need encouragement to provide wider opportunities for children and young persons, in terms of sport, recreation, creative activities, and other community groups or community programs. It is the Case Worker's role to give support and encouragement to carers so that they can fit these extra activities into their busy lives. It is an essential part of a young person's holistic development to have enjoyable activities and contacts outside the carer's home and outside school, TAFE or other identified educational services and programs.

The young person's Case Worker is also the main contact person for other agencies such as Community Services or the Department of Education, and often takes an advocacy role on behalf of the child or young person or carer, and supports them in their dealings with these and other bureaucracies.

### **Aboriginal and Torres Strait Islander Children and Young Persons– Monitoring the Placement**

Youth Care UPA recognise that relative or kin placements may fall outside the parameters of legislation at this time, however this does not in any way negate Youth Care UPA responsibility to undertake regular monitoring and review processes in regards to the placement of Indigenous children and young persons.

It is imperative for the monitoring and review processes of Indigenous children and young persons placed in Youth Care UPA out-of-home placement for the Case Workers to determine and ensure (but not be limited to) the following;

- How young person's cultural and spiritual development is promoted and maintained in non-indigenous placements.