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Wesley Mission procedure

Prospective Carers

1. Purpose

- The Prospective Carer phase of Wesley Dalmar Out of Home Care is the cornerstone on which Out of Home Care placements are built. During the assessment process the specific details necessary to meet the unique requirements of a child or young person while in care are gathered, assessed and reviewed, ensuring that all key stakeholders actively participate in this process.
- Outlines the tasks to complete in order to assess and approve a prospective Wesley Dalmar Carer.

2. Scope

This process is relevant to all Wesley Dalmar Out of Home Care staff.

3. Process owner

Executive Manager, Wesley Dalmar

4. Procedure

Process step	Process and responsibility	Documents
1. Initial Enquiry	Carer Recruitment Officer <ul style="list-style-type: none"> • Aware of any initial enquiries made by a prospective carer. • These enquiries will be made by a prospective carer by either: <ul style="list-style-type: none"> (a) Calling 1300 Dalmar phone number (b) Entering the online enquiry form 	Online enquiry form
2. Review of initial information	Carer Recruitment Officer <ul style="list-style-type: none"> • Follow the Recruitment and Assessment Task List. • Conduct an initial screening process by using: <ul style="list-style-type: none"> (a) If the carer meets the initial assessment criteria, forward an information package to the potential carer (information package will be sent by either post or e-mail) as well as a Foster Carer Enquiry Letter. (b) Consult the supervisor further regarding the carer's enquiry if the carer does not meet the initial assessment criteria. Once both Carer Recruitment Officer and the Supervisor have agreed that the carer is unsuitable, inform the prospective carer of the decision using the Termination of Assessment Letter. 	Recruitment and Assessment Task List OOHCF6-8 Information Pack Foster Carer Enquiry Letter OOHCF5-2 Termination of Assessment OOHCF6-4
3.	Carer Recruitment Officer	Registration of



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Process step	Process and responsibility	Documents
Registration of interest	<ul style="list-style-type: none"> • Ensure the prospective carer completes a Registration of Interest form and return for further investigation. • Assess the information provided in the Registration of Interest Form, and decide continuation of the assessment process: <ul style="list-style-type: none"> (a) If the prospective carer continues to meet the assessment criteria, the Carer Recruitment Officer will update the Carer Enquiry Register and arrange an Information Session to be completed with the prospective carer. (b) If there to be concerns that indicate the prospective carers ability to meet the requirements of a Wesley Dalmar carer, consult their Supervisor further. Once both the Carer Recruitment Officer and the Supervisor have agreed that the carer is unsuitable, inform the prospective carer of the decision by way of using either the Inability to approve letter or Declining of Application letter. (c) Letters will be sent to carer and doctor requesting medical information. <p>Note: If the initial conversation with the prospective carer is completed by phone, document the conversation in a Case Note which is filed with all other documentation and archived.</p>	Interest Form Carer Enquiry Register Cover Letter to Doctor OOHCF6-2 Application for the release of medical information OOHCF7-12 Declining an Application OOHCF5-4 Inability to approve Letter OOHCF6-5
4. Information Session	Carer Recruitment Officer <ul style="list-style-type: none"> • Held an Information Session with the prospective carer if deemed appropriate. • Ensures the Carer to complete an Application Form, relevant consent forms Privacy Statement and Code of Conduct. • Once these forms are completed: <ul style="list-style-type: none"> • Conduct Working with Children and Criminal Record Checks. • Obtain all relevant documentation from the previous agency if the prospective carer is transferring from another agency. • Complete Initial Screening Recommendation Form. • Send and conduct two personal referee checks. • Complete the Pre Assessment Approval to Continue form. 	Carer Application Form Consent Forms Privacy Statement OOHCF5-3 Code Of Conduct OOHCF6-7 Personal Reference Cover Letter OOHCF6-1 Initial Screening Recommendation



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Process step	Process and responsibility	Documents
		ion form OOHCF5-5 Pre Assessment Approval to Continue OOHCF6-10
5. Step by step assessment	Carer Recruitment Officer <ul style="list-style-type: none"> Organises a time with the prospective carer to conduct the Carer Assessment and completes the Carer Assessment Record using the 'Step by Step Assessment Package' Ensure to follow the 'Step by Step' package during the process except assessors will use their professional judgement and explore the formatted questioning. 	Step by Step Assessment Package
6. Approvals	Carer Recruitment Officer <ul style="list-style-type: none"> Forward the 'Step By Step' Assessment to the pre-approval panel for discussion and further consideration. Ensures the Carer attends Wesley Dalmar Carer Training and 1-2-3 Magic Training. 	
7. Final approval	Carer Recruitment Officer Once the approval process have been completed: <ul style="list-style-type: none"> Forward the assessment to the Principal Officer or delegated approver for final sign off Principal Officer <ul style="list-style-type: none"> Contact the prospective carer by way of a formal letter outlining the approval and the level of care status. The Exemption from Work Letter is also to be sent at this point and each 12 months after approval. 	Formal Approval Letter Exemption from Work Letter

5. Associated documents

- Online enquiry form
- [Information Pack](#)
- Registration of Interest Form
- Carer Enquiry Register
- Carer Application Form
- Consent Forms
- Step by Step Assessment Package
- [Formal Approval Letter](#)
- [Cover Letter to Doctor OOHCF6-2](#)
- [Exemption from work Letter](#)
- [Carer Code of Conduct](#)



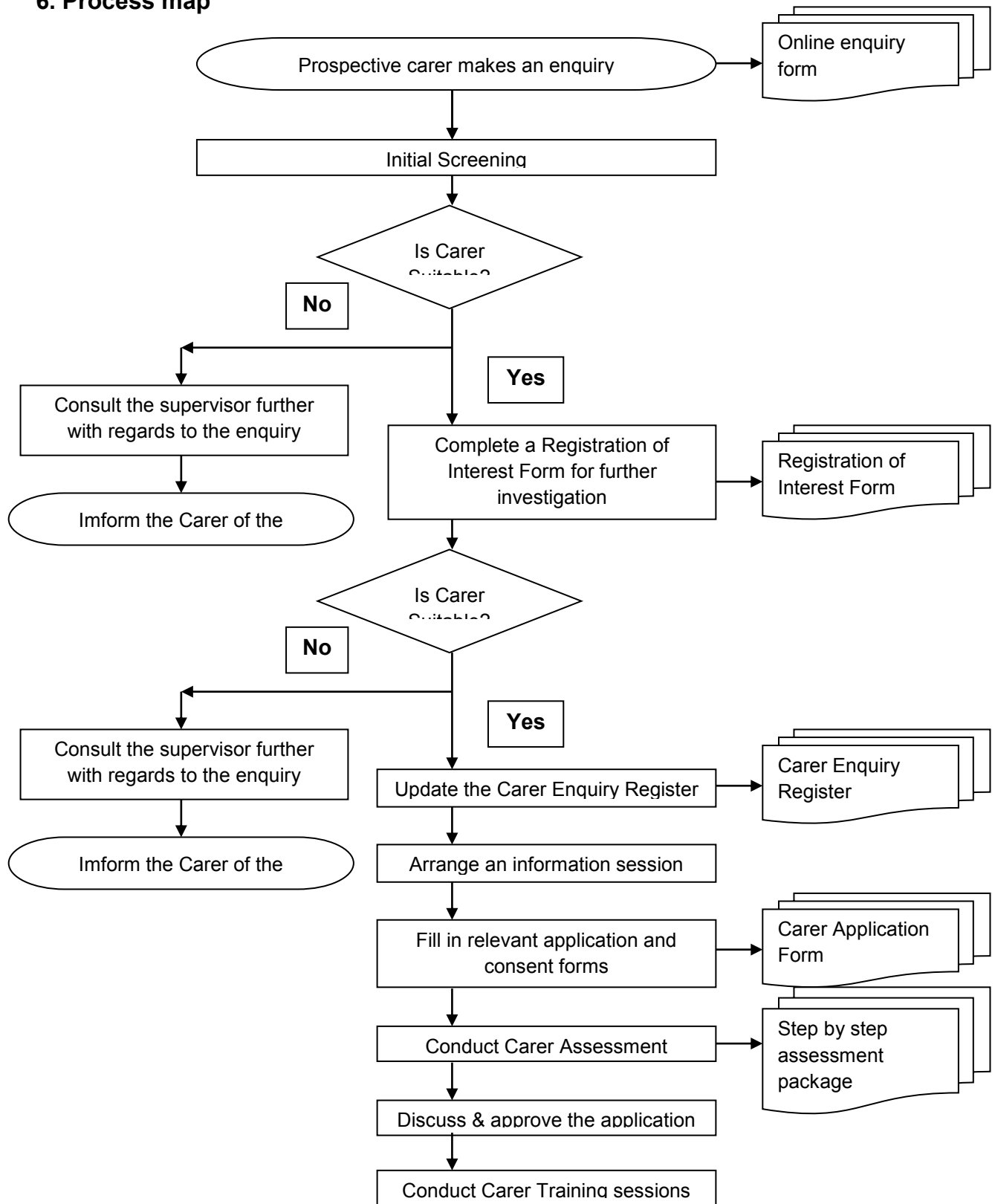
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- [Application for the release of medical information OOHCF7-12](#)
- [Foster Carer Enquiry Letter OOHCF5-2](#)
- [Personal Reference Cover Letter](#)
- [Pre Assessment Approval to continue Form OOHCF6-10](#)
- [Privacy Statement OOHCF5-3](#)
- [Recruitment and Assessment Task List OOHCF6-8](#)
- [Termination of Assessment OOHCF6-4](#)



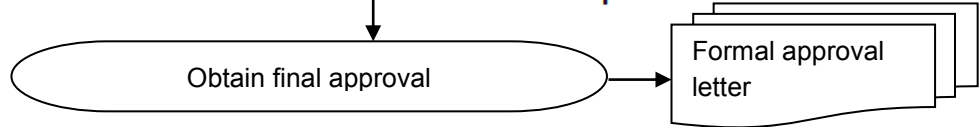
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6. Process map

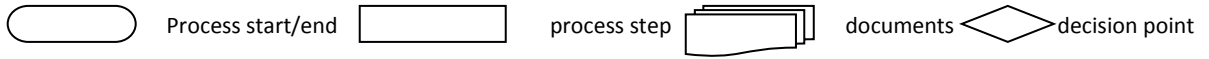




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Legend :



7. Consultation & Approval

This policy has been developed in consultation with stakeholders listed in this procedure:

- Carer Recruitment Officer
- Nigel Lindsay, Executive Manager, Wesley Dalmar Services