Remove the child or young person from a placement flowchart

Government of South Australia
Department for Child Protection

DCP case worker assesses that the child or young person is no longer safe in their placement or the placement is not meeting their needs
Ensure that all possible options to support the placement have been exhausted, including discussions with the carer and, if necessary, a case conference to develop and implement a plan to address the concerns.

DCP case worker assesses whether removal is required urgently to ensure the child or young person's immediate safety

Urgent removal required

DCP case worker immediately alerts the supervisor that it is necessary to remove the child or young person from the placement pursuant to section 84(1)(c) of the *Children and Young People (Safety) Act 2017*

DCP case worker and supervisor consult, where practicable, with:
- practice leader
- PAC (if child or young person is Aboriginal or Torres Strait Islander)
- DCP Multicultural Services (if child or young person is from a CALD background)

For temporary placements, consultation is strongly recommended. Consultation is required for all other placements. Consider whether the delay in consulting would prejudice the child or young person's safety. Document records and outcomes of the consultation in C3MS using a Consult or Decision Record note in C3MS.

Where practicable, the supervisor and manager advise the regional director of the assessment and rationale for removal
If a delay in informing regional director would prejudice the child or young person's immediate safety, this must occur immediately following the removal. If consensus cannot be reached amongst those consulted, the decision about removal from the placement will be made by the regional director.

Supervisor or manager records the decision and rationale to undertake the emergency removal
Ensure the decision and approval details are recorded in C3MS using a Consult or Decision Record note.

Not approved

DCP case worker and supervisor consider alternative options for keeping the child or young person safe by supporting and maintaining the placement

Approved

Planned removal required

DCP case worker seeks and considers the views of relevant parties
Consider the views of the:
- child or young person
- carer
- kinship care worker or placement support worker
- other care team members
- members of the child or young person's family or kinship networks (where relevant and appropriate).

DCP case worker convenes an internal case conference to make a decision about whether to remove the child or young person from the placement
Ensure the participation of:
- supervisor
- practice leader
- DCP psychologist
- PAC (as appropriate), and
- DCP Multicultural Services (as appropriate).

Ensure the decision is recorded in C3MS using a Consult or Decision Record note.

Remove

DCP case worker and case conference participants develop a plan for the removal of the child or young person from the placement
Consider:
- how the removal will be managed to minimise disruption and trauma for the child or young person
- placement transition planning (including considering long-term placement options) and how the child or young person will be prepared
- outcomes of family mapping, consultation with a recognised organisation, and the impact on the proposed placement on child or young person's connection with their family, kin and community (in accordance with the Aboriginal Child Placement Principle),
- whether relevant referrals have been made to support family finding and mapping, and
- future contact arrangements between the child or young person and the carer.

Record the outcomes of the case conference and the plan in C3MS using a Consult or Decision Record note.

DCP case worker prepares an internal memorandum to the regional director detailing case direction and the rationale for removal
The regional director will consider the memo and rationale for removal and make a decision to approve/not approve the removal. Record the regional director's decision in C3MS using a Consult or Decision Record note.

Not approved

DCP case worker and supervisor consider alternative options for keeping the child or young person safe by supporting and maintaining the placement

Approved

DCP case worker communicates the decision
Advise the child or young person, the carer and relevant parties (such as kinship care workers and placement support workers) of the decision and rationale. Ensure the child or young person and carer are advised of where the child or young person will be going, the child or young person's immediate needs are identified, contact arrangements between the child or young person and the carer have been considered, and the child or young person and carer have been provided with information about seeking an Internal Review.

DCP case worker undertakes the removal
Liaise with the carer to arrange for the child or young person's personal belongings to move with them, including:
- Medicare and Health Care cards
- health records, including their 'Blue Book'
- school reports
- life story books and other items of personal significance
- bank account details (if relevant).

For urgent removals

DCP case worker and supervisor advise the regional director of the removal immediately and hold a case conference, if required

For all other removals

DCP case worker undertakes assessment to determine the level of contact between the child or young person and the carer
Consider:
- the child or young person's relationships with the carer and other family members in the placement
- the child or young person's safety and best interests
- the child or young person's views about contact
- the carer's views about contact
- the carer's capacity to manage contact
- care concern/SAPOL investigations being undertaken (request information from SAPOL under section 152 of the CYPS Act where required).

Ensure all decisions and associated rationales about contact are communicated to the carer in writing.

DCP case worker supports the child or young person to transition to their new placement

To be read in conjunction with Remove the child or young person from a placement in the Supporting children and young people in care chapter of the Manual of Practice