



# Carer assessment Procedure - Kinship and Specific Child Only

## 1. Purpose

This procedure describes the Department for Child Protection (DCP) processes related to the application and assessment of kinship and specific child only (SCO) carers, prior to seeking carer approval.

## 2. Scope

The procedure applies to:

- DCP kinship care assessors and their supervisors
- Non-government organisation (NGO) service providers assessing and supporting SCO carers
- Aboriginal Community Controlled Organisations (ACCOs).

This procedure does not apply to the assessment of foster carers.

## 3. Authority

### 3.1 Legislative context

- Chapter 7, Part 1, sections 69, 71-76, and 77(2) of the [Children and Young People \(Safety\) Act 2017 \(CYPS Act\)](#)
- Regulation 18 of the [Children and Young People \(Safety\) Regulations 2017](#)
- [Child Safety \(Prohibited Persons\) Act 2016](#)
- [Child Safety \(Prohibited Persons\) Regulations 2019](#)

Chapter 7, Part 1 of the CYPS Act sets out the legislative framework for assessment and approval of carers to provide out of home care.

Chapter 7, section 69 of the CYPS Act defines out of home care as care provided to a child or young person where:

- the child or young person is under guardianship or custody of the DCP Chief Executive; and
- the care is provided by a person with whom the child or young person is placed pursuant to section 84; and
- the care is provided on a residential basis in premises other than the child or young person's home; and
- the provider of the care receives, or may receive, payment, or financial or other assistance, in relation to the care provided; and
- any other care of a kind declared by the regulations to be included in the ambit of this definition.

It does not include care of a kind declared by the regulations to be excluded from the ambit of this definition.

Sections 71-76 of the CYPS Act pertain to the approval of carers. Section 71 of the CYPS Act stipulates that out of home care must only be provided by approved carers.



In circumstances where a placement is required as a matter of urgency, a non-approved kinship or SCO carer may be authorised to care for the child or young person using a temporary placement under section 77 of the CYPs Act.

Licensed children's residential facilities and residential facilities established by the Minister under *the Family and Community Services Act 1972*, are excluded from the definition of out of home care through Regulation 18 of the *Children and Young People (Safety) Regulations 2017*.

## 3.2 Whole of Government requirements

Not applicable.

## 3.3 DCP requirements

Placement processes and requirements are outlined in the following:

- [Manual of Practice - Place a child or young person in care chapter](#)
- [Aboriginal and Torres Strait Islander Child Placement Principle](#)
- [Aboriginal and Torres Strait Islander Child Placement Principle Practice Paper](#)
- [Strategic Plan 2022 - 2026](#)
- [DCP Practice Principles](#)
- [Statement of Commitment to foster and kinship carers](#)
- [National Standards for out-of-home care](#)

# 4. Procedure requirements

## 4.1 Carer assessment criteria

For a kinship/SCO carer to be approved under section 72(3) of the CYPs Act, a carer applicant must:

- have a current Department of Human Service (DHS) [Working with Children Check](#) (WWCC)
- not be a prohibited person under the *Child Safety (Prohibited Persons) Act 2016*
- agree to care for a child in accordance with Chapter 2 of the CYPs Act and the CYPs Act generally
- where appropriate, provide opportunities for a child or young person to maintain or recover their identity as a member of their own family and to allow reasonable access to their own family
- have the ability to meet the needs of Aboriginal and Torres Strait islander children and young people
- where appropriate, assist with family reunification.

It is a requirement under section 72(3) of the CYPs Act and the [National Standards for out-of-home care](#) that the assessment report provides evidence of carer competencies. These competencies must be identified in an approved assessment approach.

Kinship and SCO carers must meet the following carer competencies:

- demonstrate adequate reflection of family history and functioning
- demonstrate the ability to provide appropriate basic care and ensure safety
- demonstrate their capacity to provide appropriate emotional warmth and stimulation
- demonstrate their capacity to provide appropriate guidance, boundaries and stability
- are supportive of and able to manage family contact effectively
- have appropriate relationships with extended family, friends and community
- have a stable source of income
- are committed to working in partnership with the care team and will accept support



- a demonstrated understanding of the needs of Aboriginal children and young people, and the capability to support their continuous cultural connection with family, community and Country.

## 4.2 Receive the carer application

### Temporary placements

All kinship and SCO carers must be assessed and approved within 90 days of the temporary placement start date. The DCP case worker provides the carer with the [Application to become a Kinship/SCO/Foster Carer form](#).

Refer to the [Assess and seek approval for a temporary placement](#) chapter of the Manual of Practice for further guidance.

The DCP Kinship Assessment team supervisor will create a Carer Application record in C3MS upon allocation. The DCP Kinship Assessment team is responsible for attaching all temporary placement assessment documents and notes to the carer's application, including the carer's signed [Application to become a Kinship/SCO/ Foster Carer Form](#).

### Carer applicants – not providing temporary placements

All carer applicants who are willing to undergo a comprehensive carer assessment to become an approved carer under section 72 of the CYPs Act should be provided with the [Application to become a Kinship/SCO/ Foster Carer Form](#) by the DCP case worker.

When completed and signed by the applicant carer, the application form and supporting documents must be emailed to the DCP Kinship Assessment Team mailbox at [DCPKinShipAssessmentTeam@sa.gov.au](mailto:DCPKinShipAssessmentTeam@sa.gov.au).

The documents required before allocation for assessment include:

- child protection history check for all adults in the household – review of C3MS (including CIS) records
- a C4S check (to be recorded on C3MS) is necessary if any carer or household member has resided interstate at any point in their lives. Should there be a match or a reasonable belief that they may have contact with the interstate child protection department, it is required to conduct an interstate child protection information check through the DCP Interstate Liaison Officer
- South Australian Police (SAPOL) check for all adults in the household – email from SAPOL or note regarding phone call with SAPOL required on C3MS
- carer consent form
- other household member consent form – required for all people living in the house who are over the age of 18 and are not carers
- WWCC for carers and household members initiated - email or case note to be added to C3MS to indicate these have been initiated
- home safety check
- consultation with recognised Aboriginal or Torres Strait Islander Organisation including consultation with the Principal Aboriginal Consultant (required for Aboriginal children)
- one personal report (referee report) and the name of a second referee on the application form
- safe infant care– email to carer to be uploaded to C3MS or case note on C3MS that this has been provided (required if the child is under two)
- safe environments for children and young people – a booklet or information (available in the Manual of Practice link under the temporary placement section) should be provided to the carer. An email confirming this provision should be sent to the carer, which must then be uploaded to C3MS, or a case note should be made on C3MS documenting that this has been completed.



These documents are available on the intranet under temporary placements at the following link:  
<http://dcpintranet.adds.cp.sa.gov.au/mop/sitepages/temporary-placement.aspx>

The carer assessment will go on a waiting list for allocation until all these documents are received.

An applicant carer is also entitled to make an application without a recommendation for a full assessment from the DCP case worker or the supervisor. Once the application commences, an assessment must be undertaken to determine an outcome regarding carer approval or non-approval. The only exception to this is when the applicant carer makes an informed and voluntary decision to withdraw their carer application.

The DCP Kinship Assessment team supervisor will create a Carer Application record in C3MS upon allocation. The DCP Kinship Assessment team is responsible for attaching all assessment documents and notes to the carer's application, including the carer's signed [Application to become a Kinship/SCO/ Foster Carer Form](#).

### 4.3 Determine the referral and assessment pathway

The referral pathway for the full carer assessment depends on the relationship between the child or young person and the carer applicant, and the child or young person's cultural background. The DCP Kinship Assessment team supervisor will determine the referral and assessment pathway.

DCP assessors undertake full carer assessments for kinship carers caring for non-Aboriginal and Torres Strait Islander children who are referred to the DCP Kinship Care program for support.

Children and young people in care	Carers referral pathway
Specific children or young people	SCO carer referral to an NGO service provider
Aboriginal and Torres Strait Islander infants, children and young people	ACCOs: <ul style="list-style-type: none"> <li>• Komar Winmil Yunti Kinship Care Agency (KWY)</li> <li>• Martinthi (InComPro Kinship Care Agency)</li> <li>• Aboriginal Family Support Services (AFSS)</li> </ul> Aboriginal and Torres Strait Islander SCO carers or non-Aboriginal and Torres Strait Islander SCO carers caring for Aboriginal and Torres Strait Islander infants, children and young people will be referred to Aboriginal Family Support Services (AFSS) if they are residing within the AFSS catchment zone.

### 4.4 Refer to NGO service provider

The supervisor of the DCP Kinship Assessment team should submit the carer application form and supporting documents as a referral package to NGO service providers. The referral package includes:

- the prospective carer's application and consent forms
- information regarding the initiation of the WWCC
- child protection history checks
- initial carer assessment completed by the case management team.

#### 4.4.1 NGO acceptance of the referral for assessment and carer support

The NGO service provider must accept the referral for kinship or SCO carer assessment as soon as possible from receiving the referral. If the NGO service provider does not accept the referral, they must provide advice within the same business day or at the latest, the next business day. This ensures a timely referral to another NGO service provider.



## 4.5 Allocate to a DCP assessor

If the referral is made to the DCP Kinship Assessment team, the supervisor will:

- consider the assessment referral in context of the assessor's capacity, the complexity of the carer household and the geographical location of the carer
- allocate and monitor the assessments.

## 4.6 Full carer assessment

DCP kinship assessors and NGO services providers will use the following resources when undertaking a full kinship carer or SCO carer assessment:

- Winangay Aboriginal Kinship Carer Assessment tool (*suitable for all carers, including non-Aboriginal and Torres Strait Islander carers*)
- [Carer assessment Report](#) (*psychosocial assessment for kinship and SCO carers*)
- [Carer assessment Report \(17 year old\)](#) (*psychosocial assessment for kinship and SCO carers where the young person in care is turning 17 years during the initial temporary placement period*).

### 4.6.1 Assessment timeframe

The DCP Kinship Assessment team supervisor will monitor the progress of assessments and allocated tasks.

In the event that the full carer assessment is not completed before the planned temporary placement end date, the DCP case worker must seek approval for a consecutive temporary placement. For further guidance, refer to the 'Full carer assessment and approval' section under [Assess and seek approval for a temporary placement \(if required\)](#) in the Place a child or young person in care chapter of the Manual of Practice.

### 4.6.2 Complete the assessment report and carer approval recommendations

The allocated DCP or NGO/SCO assessor will complete the [Carer assessment Report](#) in accordance with this procedure. The carer will be provided with a copy of parts 2 to 4 of the full carer assessment report.

The allocated NGO/ACCO assessor must complete the Winangay full carer assessment report. The carer will be provided with the Winangay full carer assessment report.

When finalising the assessment report, if there are any concerns raised about the carer's ability to provide safe and nurturing care, the assessor must discuss the areas of concern with the care team to develop strategies to address these issues.

Procedural fairness must be afforded to the carer applicant. Please refer to the [Carer approvals, agreements and cancellations for family based carer Procedure](#).

### 4.6.3 Withdrawal of an application

A carer who has made an application to become the child or young person's approved carer and then subsequently withdraws their application prior to an approval decision being made, must provide their written consent by completing the [Withdrawal of Carer Application Form](#). Please refer to the [Carer approvals, agreements and cancellations for family based carer Procedure](#) for further guidance.

### 4.6.4 Completion of a WWCC



It is a requirement under the CYPS Act that once an application for a WWCC has commenced, it must be finalised by DHS. This requirement also applies if the carer withdraws their application to become an approved carer.

#### 4.6.5 Provide the assessment report to CARU for a carer approval decision

The Manager, Carer Assessments, is responsible for approving all carer assessments.

Carer assessments completed by the DCP Kinship Assessment team are submitted by the DCP Kinship Assessment team supervisor to the Manager, Carer Assessments, for final approval. If a carer assessment is considered complex or a non-approval recommendation is made, it will be referred to CARU for review by the DCP Kinship Assessment team supervisor in consultation with the Manager, Carer Assessments.

Completed carer assessment reports are submitted by DCP workers and NGO service providers to CARU's general mailbox at [DCPCarerRegistrationGeneral@sa.gov.au](mailto:DCPCarerRegistrationGeneral@sa.gov.au) for consideration.

#### 4.6.6 Undertake an assessment of a new partner

To modify a carer household approval to include a new partner, the DCP case worker must complete the household membership advice form, a child protection history for the new partner, a C4S check (and full interstate check if resided interstate), and initiate a WWCC. The DCP Kinship assessment team will complete the [New partner assessment Report](#).

## 5. Compliance, monitoring and evaluation

Compliance, monitoring and evaluation of this procedure will be undertaken by the DCP Out of Home Care directorate. This document will be reviewed every three years, or more frequently, if required.

## 6. Related documents

Related documents, forms and templates
<a href="#">Manual of Practice - Place a child or young person in care chapter</a>
<a href="#">Children and Young People (Safety) Act 2017 (CYPS Act)</a>
<a href="#">Children and Young People (Safety) Regulations 2017</a>
<a href="#">Child Safety (Prohibited Persons) Act 2016</a>
<a href="#">Child Safety (Prohibited Persons) Regulations 2019</a>
<a href="#">Aboriginal and Torres Strait Islander Child Placement Principle</a>
<a href="#">Aboriginal and Torres Strait Islander Child Placement Principle Practice Paper</a>
<a href="#">Strategic Plan 2022 - 2026</a>
<a href="#">DCP Practice Principles</a>
<a href="#">Statement of Commitment to foster and kinship carers</a>



<a href="#">National Standards for out-of-home care</a>
<a href="#">Working with Children Checks for family based carers Procedure</a>
<a href="#">Application to become a Kinship/SCO/Foster Carer Form</a>
<a href="#">Kinship Care and Specific Child Only Carer Consent Form</a>
<a href="#">Kinship and Specific Child Only Care Other Household Member/s and Regular Guests consent Form</a>
<a href="#">Carer approvals, agreements and cancellations for family based carer Procedure</a>
<a href="#">Carer assessment Report</a>
<a href="#">Carer assessment Report (17 year old)</a>
<a href="#">New partner assessment Report</a>
<a href="#">Withdrawal of Carer Application Form</a>

## 7. Glossary

Term	Meaning
NGO service provider	Non-Government Organisation service provider contracted and funded by DCP for the delivery of out of home care, carer assessment and support
ACCO	Aboriginal Community Controlled Organisation
CARU	Carer Review and Approval Unit
Carer assessment Report	Approved document template to record the carer assessment and make a recommendation for carer approval
SCO	Specific Child Only
Temporary Placement	Under section 77 of the CYPS Act, a Temporary Placement may be made, for a period not exceeding 3 months, with a person who is not an approved carer in instances where: (a) it is a matter of urgency (b) it is not reasonably practicable for placement to occur with an approved carer, and (c) the risk of harm to the child or young person of not being placed with the person is greater than the risk that the person will cause harm to the child or young person



## Document control

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