



Finding Families Procedure

1. Purpose

This procedure describes the processes by which the Department for Child Protection's (DCP) Finding Families Program identifies and secures safe family-based placements for children and young people who are currently in residential care. It also includes proactive scoping for alternative placements when a child or young person is in a family-based or other placement type that is nearing its end and likely to transition into residential care, with the aim of diverting entry into such settings through early planning and intervention.

2. Scope

This procedure applies to:

- Finding Families senior placement officers
- DCP case management staff
- DCP residential care staff
- Aboriginal Community Controlled Organisations (ACCOs) undertaking family finding to identify Aboriginal and Torres Strait Islander kinship networks for the purpose of placing children and young people where they can be connected to kin, culture, and Country.

For Aboriginal and Torres Strait Islander children and young people who have been in care for less than 12 months, referrals for mapping must be directed to the DCP Taikurtirna Warri-apintheta Program (TWP) to ensure early cultural engagement and connection to kin, culture and community. Refer to the [Taikurtirna Warri-apintheta Procedure](#) for further guidance.

3. Authority

3.1 Legislative context

- Chapter 2, Part 3, sections 10-12 and Chapter 7, Part 1, section 15, 38, 41 77, sections 82, 84, 151, 157, 164 of the [Children and Young People \(Safety\) Act 2017 \(CYPS Act\)](#)
- Regulation 18a of the [Children and Young People \(Safety\) Regulations 2017](#)
- [Child Safety \(Prohibited Persons\) Act 2016](#)
- [Child Safety \(Prohibited Persons\) Regulations 2019](#)

Section 10(1)(c) of the CYPS Act states that considerations should be given to the culture, disability, language, and religion of children and young people as part of the principles of intervention.

Sections 10(1)(b) and 84(4) emphasise the importance of seeking and documenting children and young people's views. This ensures that their voices are heard and considered in all decisions affecting them, aligning with the principles of participation rights.

Section 12(2) of the CYPS Act outlines the objectives for placing Aboriginal and Torres Strait Islander children and young people. These include:

- maintaining the connections of Aboriginal and Torres Strait Islander children and young people to their family and culture
- enabling Aboriginal and Torres Strait Islander people to participate in the care and protection of their infants, children and young people



- encouraging Aboriginal and Torres Strait Islander people, their children and young people, and State authorities to act in partnership when making decisions regarding the placement of Aboriginal and Torres Strait Islander children and young people under the CYPS Act
- ensuring placement decisions are compliant with the Aboriginal and Torres Strait Islander Child Placement Principle (ATSICPP) placement hierarchy.

Section 12(3) of the CYPS Act outlines the principles of the ATSICPP.

In urgent situations, 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.

3.2 Whole of Government requirements

Finding Families aligns with the following state and national whole of government requirements:

- [Information Sharing Guidelines for promoting safety and wellbeing](#)
- [Safe and Supported: the National Framework for Protecting Australia's Children 2021-2031](#)
- [Safe and Supported: Aboriginal and Torres Strait Islander First Action Plan 2023-2026](#)
- [The National Agreement on Closing the Gap \(Target 12\)](#)
- [Interstate Child Protection Protocol Australia and New Zealand 2021.](#)

3.3 DCP requirements

Finding Families is underpinned by the [DCP Practice Approach](#) and aligns with the following:

- [Strategic Plan 2022-2026](#)
- [Our Way Forward](#)
- [DCP Practice Principles](#)
- [Aboriginal and Torres Strait Islander Child Placement Principle Practice Paper](#)
- [Supporting the participation of children and young people in decision making Practice Paper](#)
- [Working with children and young people with disability Practice Paper](#)
- [Family Led Decision Making for Aboriginal families Framework](#)
- [Culturally and linguistically diverse placement Policy](#)
- DCP Manual of Practice chapters:
 - [Place a child or young person in care](#)
 - [Supporting children and young people in care](#)
 - [Case planning, review and annual review](#)
 - [Information gathering and sharing](#)
 - [DCP Residential Care.](#)

3.4 Principles

- The safety of children and young people is the paramount consideration.
- Children and young people are best cared for in settings that support their connections to family, kin, culture and community, with placement in their family network essential to uphold their right to identity, belonging and culturally responsive care.
- Children and young people's views must be actively heard and considered in all decisions about them, with their voice central to all decisions balanced by safety, wellbeing, stability, and culture to protect their best interests while respecting their identity, relationships, and choices.



- The placement of Aboriginal and Torres Strait Islander children and young people must align with the [Aboriginal and Torres Strait Islander Child Placement Principle](#), as required under the CYPS Act, to uphold their rights to maintain connection to family, culture and community.
- Aboriginal and Torres Strait Islander children and young people have a right to receive culturally appropriate and responsive services that respectfully engage and recognise that they are best cared for in their family, kin and cultural networks.
- Aboriginal and Torres Strait Islander peoples possess the knowledge and experience necessary to make informed decisions about Aboriginal children and young people. They understand the crucial importance of maintaining each child or young person's connection to their family, community, culture, and Country.
- The placement of children and young people from culturally and linguistically diverse (CALD) backgrounds is consistent with the [Culturally and linguistically diverse child placement Policy](#).
- Decisions are made in an open, transparent and accountable manner, recognising and responding to the needs and views of children and young people.

4. Procedure requirements

Children and young people in care have the right to receive responsive services that respectfully engage their families in decision-making, recognising that the best place for them to grow up is within their family, kin, and community networks. As part of the department's commitment to family-led decision making and family-based care, Finding Families actively involves children, young people, their families, and significant others in identifying and establishing safe, secure placements within these networks.

This procedure complements case management by providing specialist support for scoping and establishing placements, enabling DCP case workers to focus on strategic case direction and broader responsibilities.

Finding Families collaborates with:

- case management
- residential care
- Placement Services
- Multicultural Services
- ACCOs
- other government and non-government stakeholders.

Finding Families works in partnership with these stakeholders to secure a safe and stable family-based placement with kin or community by undertaking:

- scoping
- assessment
- planning
- transition planning, engagement and facilitation.

4.1 Referral flowchart

The Finding Families referral flowchart serves as a visual guide for referrers, detailing the procedures for determining eligibility, submitting referrals, engaging with cultural considerations, and planning placements:



Step 1: Eligibility check

Does the child or young person meet the eligibility criteria?

Yes: proceed to Step 2.

No or unsure: contact the Finding Families manager or supervisor at [REDACTED]



Step 2: Early cultural engagement

Is the child or young person Aboriginal and/or Torres Strait Islander and in care for less than 12 months?

Yes: refer to DCP Taikurtirna Warri-apintheta for mapping.

No or not applicable: proceed to Step 3.



Step 3: Make a referral

Who can refer: DCP case management and residential care staff.

Submission: use [iApply](#) to complete the Finding Families referral form.

Note: submit one referral per child or young person (even for sibling groups).

Confirmation: a receipt number is sent to the DCP case worker and referrer (if different).



Step 4: Referral review

Finding Families manager or supervisor determines eligibility and prioritisation.

Accepted: assigned to a Finding Families senior placement officer within 5 business days; notification sent to the DCP case worker and referrer (if different).

Declined: notification sent via email with rationale.



Step 5: Aboriginal and Torres Strait Islander pathway

Is the child or young person Aboriginal and/or Torres Strait Islander?

Yes: Referral to an ACCO will be initiated by case management, residential care or the Additionally Approved Carer program, if the child or young person is currently in residential care, or if the referral involves a sibling group that includes at least one child or young person in residential care.

This pathway is used if the case does not meet the referral criteria for TWP.

No: proceed with Finding Families scoping.

Can the ACCO proceed with the referral?

Yes: ACCO begins culturally appropriate mapping and assessment.

No: Referral returns to Finding Families for consideration.



Step 6: Case allocation

If accepted by Finding Families or an ACCO, the case is allocated, collaboration with DCP case management and residential care begins, and scoping is initiated. If no suitable/safe carer is identified, the case is closed.



Step 7: Placement assessment

A temporary placement assessment is completed by Finding Families but may also be undertaken by DCP case management if they choose to do so, or jointly by agreement between both parties.



Step 8: Transition planning

Led by Finding Families in partnership with DCP case management, residential care and other stakeholders. If no safe and suitable carer is identified, case is closed.





Step 9: Case closure

A case closure summary is uploaded to C3MS by Finding Families, and carer support responsibility is transferred to DCP Kinship Care or an NGO service provider (for foster and SCO carers). Case closure occurs if the child or young person leaves residential care or if no suitable carer is identified.

4.2 Eligibility

Children and young people in care may be referred to Finding Families if they are aged 0-18 years, have a Complexity Assessment Tool (CAT) score of 1-4 and are living in one of the following placement types:

- residential care
- family-based care [includes foster, kinship care or specific child only care (SCO)]
- Guardianship Family Day Care
- placed with a carer registered with the Additionally Approved Carer program.

Finding Families will consider referrals for children and young people in family-based care where:

- their current placement is ending
- a suitable family-based placement has not been identified; or
- a potential carer has been identified and support with a temporary carer assessment is required.

Referrals must be made to the [DCP Taikurtirna Warri-apingthi Program](#) for Aboriginal and Torres Strait Islander infants, children and young people who have been in care for less than 12 months and are entering care for the first time. This requirement supports early cultural engagement and connection to kin, culture, and Country, in accordance with the ATSICPP and section 12(2) of the CYPS Act.

If the DCP case worker is unsure whether the child or young person is eligible for a Finding Families referral, they should contact the Finding Families manager or supervisor at [REDACTED]

4.3 Referrals

DCP case management and residential care staff can refer children and young people to Finding Families:

- for assistance with:
 - placement scoping or mapping
 - assessing placement options
 - establishing a placement in family, kin, and community networks; and/or
- when a potential carer is identified and assistance is required by Finding Families to:
 - complete the temporary placement assessment
 - assist with transition planning
 - begin initial placement supports.

Referrals should be considered for all children and young people living in residential care, unless exceptional circumstances apply. The rationale for a decision not to refer must be case noted in C3MS.

The Finding Families referral form is submitted through [iApply](#). A separate referral must be completed for each child or young person, including those in sibling groups.

Upon submitting the referral, the DCP case worker and the referrer (if different) will receive a confirmation notification containing a receipt number through iApply.



The Finding Families manager or supervisor reviews incoming referrals to determine eligibility, with priority consideration afforded to children and young people in residential care. Upon confirmation of eligibility, the referral will be assigned to a senior placement officer for follow-up within five business days.

All referrals, whether accepted or declined, will be followed by an email from Finding Families to the DCP case worker and the referrer (if different). The email will confirm if the referral meets the eligibility criteria and, if allocated, will include the name of the assigned senior placement officer.

Factors that may influence the acceptance of a referral include the:

- ability to meet the child or young person's needs within their family, kin, or a community setting
- urgency of a placement nearing its conclusion
- child or young person's placement history, as well as previous efforts to scope family, kin, or community placement options.

4.3.1 Culturally responsive referrals

Finding Families referrals for Aboriginal and Torres Strait Islander children and young people are forwarded to an ACCO for culturally appropriate mapping and assessment. The Finding Families manager is responsible for overseeing all referrals to an ACCO. In instances where an ACCO is unable to provide a family finding service, the referral may be redirected to Finding Families for appropriate action.

Where a child or young person has one Aboriginal and Torres Strait Islander parent and one non-Aboriginal and Torres Strait Islander parent, placement options within the child or young person's Aboriginal and Torres Strait Islander family, kin, or community network must be prioritised. This is facilitated through referral to an ACCO for scoping and assessment.

If no suitable placement is identified within the Aboriginal and Torres Strait Islander family, kin, or community network, the ACCO will retain the referral to continue scoping and assessing placement options within the child or young person's non-Aboriginal and Torres Strait Islander family network.

Referring a child or young person to Finding Families does not override the requirement under section 12(3)(c) of the CYPS Act to consult with, and consider any submissions from, an ACCO before placing an Aboriginal or Torres Strait Islander child or young person in out of home care.

Finding Families works in partnership with internal and external cultural experts to ensure culturally responsive family finding and mapping for children and young people. This may include consultation and collaboration with professionals such as Principal Aboriginal Consultants (PACs), Aboriginal family practitioners, and ACCOs, to ensure culturally safe and appropriate practices.

For children and young people from CALD backgrounds, expert cultural advice may be sought from DCP Multicultural Services to support culturally informed decision making and placement planning.

4.3.2 Re-referral to Finding Families

Children, young people, and their families may experience changes in circumstances over time, which may warrant a re-referral to Finding Families. These cases can be reviewed and reopened at any stage, without a fixed timeframe. When this occurs, the DCP case worker should contact the Finding Families manager or supervisor to discuss next steps and determine appropriate action.



4.3.3 Finding Families initiated referrals

Reconciliation of referrals with residential care placement data is utilised by Finding Families to identify children and young people who meet the criteria and have not yet been referred. In such cases, the Finding Families manager or supervisor will contact the child or young person's DCP case worker or supervisor, and the residential care team, to discuss if a referral is required.

4.4 Scoping and mapping

Once a child or young person is identified for scoping and mapping, senior placement officers from Finding Families or an ACCO begin identifying potential carers. For Aboriginal and Torres Strait Islander children and young people, this process is guided by the ATSICPP, which requires active efforts to preserve cultural identity and connection through culturally safe practices, such as developing genograms with families, consulting with PACs and ACCOs, and prioritising placement within kinship networks to uphold the child and young person's right to self-determination and cultural continuity.

This process involves:

- **Scoping:**
 - identifying the child or young person's family network and significant others by reviewing C3MS (including CIS) and other government and publicly available sources, and contacting family and significant persons.
- **Mapping:**
 - creating or updating a family genogram in collaboration with DCP case management to visually represent family structure and significant life events
 - charting important family events chronologically to identify patterns or recurring themes
 - conducting individual interviews to gather perspectives on roles, relationships, and concerns.

Key considerations include:

- respecting cultural factors that may influence family dynamics and communication styles (Refer to the [Aboriginal Languages Interpreters and Translators Guide](#) for further guidance)
- maintaining confidentiality and respecting family boundaries
- including the child or young person to identify significant people and relationships in their life
- involving the family in the process to promote ownership and engagement
- considering previous scoping undertaken by DCP case management and outcomes.

All activity is documented by Finding Families senior placement officers in the child or young person's C3MS case file under 'Notes and Documents'.

4.5 Child and young person engagement

The department is committed to ensuring that children and young people are meaningfully engaged in decisions that affect their lives. This includes recognising their right to be heard, tailoring engagement to their age, developmental level, and cultural identity, and embedding their views throughout placement planning and transitions. Engagement must prioritise the child or young person's safety, relationships, and overall wellbeing, and be documented in a way that reflects their voice and lived experience.

Key child and young person engagement practices include:

- actively involving children and young people (where appropriate) in identifying safe placements within their family, kin and community networks



- collaborating with families and significant others to ensure placements are culturally safe, supportive, and responsive
- upholding and respecting cultural identity, particularly for Aboriginal and Torres Strait Islander children and young people, in accordance with the ATSICPP and relevant provisions of the CYPS Act.

Finding Families plays a pivotal role in this approach by embedding engagement throughout the placement process. This includes structured transition planning and the coordination of integrated supports that foster stability, empowerment, and cultural connection for children and young people.

Finding Families embeds the child and young person's voice in the following ways:

- leading and coordinating the transition planning process
- organising and facilitating transition meetings with key stakeholders
- ensuring the child or young person's needs and views are at the forefront of all planning discussions
- documenting children and young people's views in the [Finding Families: Transition and Support Plan](#).

These steps are carried out in partnership with DCP case management and other key stakeholders, ensuring a wraparound support model that integrates formal and informal supports for both the child or young person, and their carer.

DCP case workers also play a vital role in embedding the child and young person's voice by:

- engaging directly with children and young people to build trust, understand their views, and ensuring these are reflected in planning and placement decisions (including input on potential placements)
- obtaining and documenting the child or young person's views as part of the temporary placement assessment process ensuring their perspective is recorded in the relevant placement documentation
- supporting cultural safety, particularly for Aboriginal and Torres Strait Islander children and young people, by partnering with ACCOs to uphold the ATSICPP and enable family-led decision-making
- establishing and maintaining connections with family, kin and community while Finding Families focuses on identifying and establishing placements
- contributing to placement planning by identifying carers, supporting transitions, and ensuring the child and young person's voice remains central to all decisions.

4.6 Placement identification and assessment process

Once potential carers are identified, Finding Families will advise the DCP case worker and collaborate to assess any existing relationships between the child or young person and the proposed carer. While Finding Families do not hold delegation to make placement decisions, engaging in clinical discussions to determine the best interests of the child or young person is considered best practice. If consensus cannot be reached to pursue a carer assessment, refer to section 4.10 of this procedure for the case escalation process.

When a prospective carer resides, or has resided, in another state or New Zealand, the following steps must be undertaken by the Finding Families senior placement officer:

- conduct a Connect for Safety (C4S) check
- if a match is found on C4S, complete an [Interstate Child Protection Information Request form](#)
- email the request form and signed [Consent to Release Information form](#) for all household members over 18 years to [REDACTED]
- for prospective carers who have resided in New Zealand, follow the same process, noting that New Zealand is not part of the C4S database.

Finding Families will also contact the relevant interstate police authority to obtain criminal history information and record the outcomes within the C3MS carer profile. Although there are no formal information sharing arrangements between DCP and police services in other states and territories, DCP staff



can request information from an interstate police service for the purposes of performing functions or exercising powers under section 164(1)(e) of the CYPs Act. For further guidance refer to [Gather information](#) in the [Information gathering and sharing](#) chapter of the DCP Manual of Practice.

If no potential carer is identified through the scoping process, the Finding Families senior placement officer will close the referral and notify the DCP case worker and residential care supervisor in writing.

For Aboriginal and Torres Strait Islander children and young people, placement decisions must be guided by the ATSICPP to the standard of active efforts. These efforts must be purposeful, thorough, timely, supported by policy, and aimed at ensuring the safety and wellbeing of Aboriginal and Torres Strait Islander children and young people.

Following agreement with DCP case management, the Finding Families senior placement officer will contact the potential carer to:

- further discuss their willingness to provide care
- explain the carer assessment process
- conduct an initial assessment of child protection concerns and criminal history to assess whether the carer presents as a safe and viable option.

Where a potential carer has been identified but there is no existing connection with the child or young person, DCP case management is responsible for leading and embedding the connection work. A connection plan must be developed in collaboration with Finding Families and residential care staff, outlining how connection will be established. This plan must be approved by the DCP case management supervisor prior to implementation.

Refer to the [Support the child or young person to transition between placements](#), [Support the development of the child or young person's identity](#) and [Support the child or young person to develop and maintain family and community connections through contact arrangements](#), key steps of the Supporting children and young people in care chapter of the Manual of Practice for further guidance.

If a family member or significant person identified through the scoping and mapping process is unable or unwilling to provide care but wishes to initiate or maintain a connection with the child or young person, they will be referred to the DCP case worker. The DCP case worker will work with them to explore and support appropriate connection pathways, ensuring these efforts align with the child or young person's best interests.

4.7 Carer assessment

The decision to proceed with a carer assessment must be informed by legislative and DCP practice requirements. This includes prioritising the safety and wellbeing of the child or young person, ensuring their views are actively sought and considered, and respecting cultural identity and individual circumstances. These principles ensure that decisions are child-centred, transparent, and support stable, long-term outcomes.

For Aboriginal and Torres Strait Islander children and young people, DCP case management must consult with and have regard to any submissions made by an ACCO before placement decisions are made. Refer to [Consult with a recognised organisation \(for Aboriginal and Torres Strait Islander infants, children and young people\)](#) in the Place a child or young person in care chapter of the DCP Manual of Practice for guidance.

If the proposed carer is not an approved carer, they may be authorised to provide care in a temporary placement. To transition a child or young person from residential or family-based care into a temporary



placement, Finding Families will complete a temporary placement assessment under section 77 of the CYPs Act, in accordance with [Assess and seek approval for a temporary placement](#) in the Place a child or young person in care chapter of the DCP Manual of Practice.

A rationale outlining how the criteria for temporary placement are met must be recorded in C3MS by DCP case management. Finding Families will complete a temporary placement assessment in accordance with legislative and departmental requirements.

If, at any point during the assessment, it becomes apparent that the criteria are unlikely to be met or the placement is no longer in the best interests of the child or young person, the Finding Families senior placement officer will pause the assessment and consult with the Finding Families manager. A decision will then be made in collaboration with DCP case management on whether to proceed.

If consensus is reached to discontinue the temporary assessment, Finding Families will notify the proposed temporary carer. If the carer disagrees with the decision, they may request a full carer assessment through the DCP case worker. Should the carer wish to make a complaint regarding the decision or process, they may contact the DCP Complaints and Feedback Management Unit for further information and support. Guidance on making a complaint is available in the [Complaints and Feedback Management Procedure](#).

If there is no consensus and DCP case management does not agree with the decision to discontinue, Finding Families will close its involvement and the assessment will be completed by the DCP case worker.

If the child or young person is aware that a temporary carer is being assessed and the assessment does not proceed, it is the responsibility of the DCP case worker to inform them.

Further assessments of other potential carers may be conducted, or additional scoping and mapping may be undertaken. If no further care options are identified, Finding Families will conclude the referral process.

If the temporary carer indicates that they are willing and able to continue caring for the child or young person for longer than three months, they must apply to become an approved kinship or SCO carer. For guidance regarding processes related to the full carer assessment of kinship and SCO carers, refer to the [Carer assessment Procedure – Kinship and Specific Child Only](#).

4.8 Transition planning

Once the carer has been approved and the assessment is complete, and there is agreement for the child or young person to transition into the new care arrangement, a transition plan must be developed and a transition date agreed upon. Finding Families will coordinate the transition planning process, which includes organising a transition meeting with key stakeholders such as the care team, the carer, and the child or young person (where appropriate) to ensure a smooth and well-supported placement transition.

The transition plan should address the individual needs of the child or young person and the carer, and outline the supports required to facilitate a successful move. All actions, timelines, and outcomes must be documented in the [Finding Families: Transition and Support Plan](#) and recorded in the child or young person's C3MS file under 'Notes and Documents'.

Informal and formal services and supports for the child or young person, and the carer, may include (but are not limited to):

- mentors
- therapeutic services



- kinship/SCO support
- school and childcare enrolments
- financial support for placement establishment (for example, car seats, bedroom furniture, white goods, cleaning services, home safety improvements, travel and accommodation to support relationship-building).

Finding Families or an ACCO will provide up to six weeks interim support for a carer until a kinship care support provider is allocated. This interim support generally includes telephone calls and home visits. If a kinship care support provider is allocated within the six-week period, Finding Families may end its involvement sooner. This approach ensures that support is consistently available and ensures stability in care, as Finding Families aims to provide continuous support until a stable arrangement is established.

For guidance about supporting children and young people, and carers, with placement transitions, refer to the following resources:

- [Support the child or young person to transition between placements](#) located in the Supporting children and young people in care chapter of the Manual of Practice
- [Support placement transitions from residential care](#) found in the DCP Residential Care chapter of the Manual of Practice
- [Working with children and young people with disability Practice Paper](#) which provides strategies for engaging children and young people with developmental delays or disabilities
- [Aboriginal and Torres Strait Islander Child Placement Principle Practice Paper](#) and the [Family Led Decision Making for Aboriginal families Framework](#) which provides culturally responsive guidance to support Aboriginal and Torres Strait Islander children and young people
- [Culturally and linguistically diverse child placement Policy](#) and [Working with cultural diversity Practice Paper](#) which supports planning for children and young people from CALD backgrounds.

The child or young person's DCP case worker is responsible for initiating interstate full carer assessments, requesting casework assistance, and coordinating the transfer of child protection orders. These responsibilities are essential to ensure continuity of care across jurisdictions. For guidance regarding these processes, refer to the [Interstate Child Protection Liaison Framework](#).

4.9 Case closure

Upon completion of the transition period, the Finding Families senior placement officer will formally transfer responsibility for ongoing carer support to the DCP Kinship Care program or an NGO service provider.

Regardless of the outcome (whether a carer has been identified and a transition has occurred, or no suitable carer was found and no transition took place), Finding Families will prepare a case closure summary. This summary must outline the actions taken, outcomes, and any recommendations for future planning.

The case closure summary will be uploaded to the child or young person's C3MS file under 'Notes and Documents' and emailed to the DCP case worker and DCP Placement Services. This ensures continuity of care and accountability in the handover or conclusion of Finding Families' support responsibilities.

4.10 Escalation pathway and regional coordination

Finding Families works in close partnership with DCP case management and residential care staff to uphold the rights of children and young people to live safely within their family, kin, and community networks.

Where system or practice barriers arise and cannot be resolved by the Finding Families manager and the relevant DCP office manager, following consultation with the Practice Lead and/or PAC, the matter will be escalated to the relevant regional director, Director of Carer Services, and Executive Director, Aboriginal



Policy and Services. If required, final determinations will be made by the Executive Director, Out of Home Care.

To support timely resolution of placement challenges and ensure coordinated oversight of children and young people in residential care, monthly regional coordination meetings are convened. These meetings are chaired and coordinated by the Deputy Chief Executive's office and include participation from the Finding Families manager and supervisor, residential care representatives, regional directors, DCP office managers, and case management teams.

The meetings focus on:

- reviewing children and young people currently in residential care
- discussing active Finding Families cases
- identifying and addressing system-level or case-specific barriers
- supporting planning and escalation pathways for complex cases.

This forum complements the formal escalation pathway and provides a structured opportunity for cross-functional collaboration, shared accountability, and proactive problem-solving.

5. Compliance, monitoring and evaluation

Compliance, monitoring and evaluation of this procedure will be undertaken by the 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
Manual of Practice: Place a child or young person in care chapter
Manual of Practice: Supporting children and young people in care
Manual of Practice: Case planning, review and annual review
Manual of Practice: Information gathering and sharing
Manual of Practice: DCP Residential Care chapter
Strategic Plan 2022-2026
Our Way Forward
DCP Practice Principles
Aboriginal and Torres Strait Islander Child Placement Principle
Aboriginal and Torres Strait Islander Child Placement Principle Practice Paper
Supporting the participation of children and young people in decision making Practice Paper
Family led decision making for Aboriginal families Framework



Taikurtirna Warri-apinhi Procedure
Culturally and linguistically diverse placement Policy
Working with cultural diversity Practice Paper
Carer assessment Procedure – Kinship and Specific Child Only
Complaints and Feedback Management Procedure
Working with children and young people with disability Practice Paper
Interstate Child Protection Liaison Framework
Interstate Child Protection Information Request form
Consent to Release Information Form
Finding Families: Transition and Support Plan

7. Glossary

Term	Meaning
Additionally Approved Carer program	Additionally approved carers are kinship carers who provide emergency and short-term placements for children and young people with whom they have no prior relationship, while long-term family-based placements are arranged.
Guardianship Family Day Care program	Guardianship Family Day Care is a response which provides full-time immediate, short-term and planned family day care placements to children under 13 years while seeking kinship or foster care placements. The program was established by a Memorandum of Administrative Arrangement between the Department for Education and DCP in July 2021.
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.
Family-based care	A living arrangement in which a child or young person resides in a family environment, typically with foster carers, kinship carers, or SCO carers, when they are unable to live with their biological family.

Document control

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	Minor	Unlikely	Low

REVISION RECORD		
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