

# Carer reviews for family based carers Procedure

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## 1. Purpose

The *Children and Young People (Safety) Act 2017* (CYPS Act) requires all carers, including foster carers, kinship and specific child only (SCO) carers to be approved to provide family-based care in their own homes, for children under custody or guardianship of the Chief Executive (CE). Assistance is provided to approved carers by way of a regular subsidy and regular placement support from either a licensed foster care agency or the Department for Child Protection's (DCP) Kinship Care Program.

In accordance with section 73 of the CYPS Act the CE must, in relation to all approved carers, ensure that:

- regular assessments are undertaken of their provision of care
- relevant courses of training are made available to the approved carer
- ongoing support and guidance is provided to the approved carer
- proper assessments are made of any requirement of the approved carer for financial or other assistance.

This procedure provides guidance to DCP staff involved in administering and undertaking carer reviews of approved foster, kinship and SCO carers. The purpose of carer reviews is to ensure that children and young people under the custody of guardianship of the CE are placed in a safe, nurturing and stable care environment in accordance with the CYPS Act.

## 2. Scope

This procedure applies to DCP staff involved in administering and undertaking carer reviews for family-based carers. In DCP, these activities are undertaken by DCP Kinship workers who case manage children and young people in the care of an approved carer and the Carer Approval and Review Unit (CARU).

## 3. Authority

### 3.1 Legislative context

- Section 73 [Children and Young People \(Safety\) Act, 2017](#)
- [Child Safety \(Prohibited Persons\) Act, 2016](#)
- [Child Safety \(Prohibited Persons\) Regulations 2019](#)
- [Children's Protection Law Reform \(Transitional Arrangements and Related Amendments\) Act, 2017](#)
- [Criminal Law Consolidation Act 1935](#).

### 3.2 Whole of Government requirements

Not applicable.

### 3.3 DCP requirements

- [Carer approval and cancellations for family-based carers Procedures](#)
- [Working with Children Checks for family-based carers](#)

- [Statement of Commitment](#)
- [Supporting document to the Statement of Commitment](#)

### 3.4 Principles

The safety of children and young people is the paramount consideration. Carers and their families are key stakeholders and partners in the care of children and young people. Ensuring that carers are supported in a timely manner and provided with the information and training they require, to meet the often complex needs of the children and young people they are caring for, will help them to deliver the best care possible.

The Carer Review must include the carers and any household members who wish to participate. The DCP case worker can participate in the review.

The views of children and young people in care must be obtained as part of the review process and reflected in the [Carer Review Report](#). The views of the carers' biological children should also be sought and outlined in the Carer Review Report.

The DCP case worker's perspective of the quality of care being provided to children and young people must be sought and reflected in the Carer Review Report.

DCP kinship care workers have been trained to use Winangay Carer Reviews when the carer is caring for an Aboriginal child or young person. The Aboriginal kinship care support workers will be able to use Winangay Carer Reviews, following training by Winangay or other appropriate review tools. When undertaking Winangay reviews, other parties' perspectives (such as elders, teachers and community members, and health providers) of the care provided are required to be included in the Carer Review Report.

When the review assessment is completed, any outcome and/or recommendations are to be communicated to the carer/s. This is essential to ensure that those impacted by this decision have an opportunity to respond and for their views about the decision is considered before the Carer Review Report is completed and submitted to CARU for action.

During a carer review, a new Carer Agreement ([Carer Agreement – Foster Care](#) or [Carer Agreement – Kinship and Specific Child Only SCO](#)) will be developed with the carer, which outlines their information, support and training needs, and how they will be provided. A copy of the new Carer Agreement must be submitted with the review.

The DCP Kinship Care Program and non-Government service providers undertaking carer reviews must provide information to the carer about the process and outcome. If carers have concerns about the review process or outcome, these concerns are to be acknowledged and addressed as part of the review process.

If the outcome of the Carer Review indicates that the carer is not suitable to provide a safe and stable care environment for the child or young person, the DCP Kinship Care Program or service provider must inform the carer of that decision and inform the DCP case worker, to ensure that arrangements are made to secure the safety of the child or young person.

When working with Aboriginal carers, their families and children and young people, staff must be sensitive and responsive to the cultural factors that can influence communication and participation in the decision making process. Principal Aboriginal Consultants (PACs) and Aboriginal Family Practitioners can provide advice and support, as required. Refer also to the [Aboriginal and Torres Strait Islander Child Placement Principle Practice Paper](#) which is a key resource to inform all DCP engagement with Aboriginal children and families. Where communication in the English language will be a barrier to understanding, accessing and

contributing, refer to the Attorney-General's Department South Australian [Aboriginal languages interpreters and translators guide](#).

The Aboriginal Kinship Care Support service providers will take into account the differing training needs of Aboriginal and non-Aboriginal family members when completing a carer review.

Consideration must also be given to the relevant cultural perspectives and beliefs when working with carers, their families, and children and young people from culturally and linguistically diverse (CALD) backgrounds. If English is not the person's first language, additional time or a more flexible approach may be needed to support their participation and ensure they have access to an interpreter if required.

## 4. Procedure requirements

Where the safety needs of children and young people cannot be met at home, they may require placement in care. DCP recognises the critical role carers play in supporting the safety and wellbeing of children and young people, and is committed to supporting and working in partnership with carers. In recognition of the importance of carers, DCP has partnered with the non-government sector to sign a [Statement of Commitment](#) that outlines DCP's commitment to ensuring carers are informed, supported, consulted, valued and respected.

If DCP staff suspect that a child or young person is at risk they must refer to the [Reporting a suspicion a child or young person is at risk procedure](#). In alignment with section 64A of the *Criminal Law Consolidation Act 1935*, it is an offence for a DCP employee not to report to SAPOL if they know, suspect, or should suspect sexual harm of a child or young person under the age of 18 years perpetrated by another DCP employee (maximum penalty imprisonment for three years).

### 4.1 Determine when a review of an approved carer is required

All approved carers must be reviewed every two years to ensure that children and young people under their care are placed in a safe, nurturing and stable care environment.

However, a Carer Review should occur sooner than two years in any of the following circumstances:

- following the finalisation of a serious Care Concern if the child remains in the care of the person the care concern was raised against
- there is a pattern of care concern/s that have been assessed to have a significant impact on the quality of care and risk to a child or young person and impact on their wellbeing. DCP Kinship Care and service providers in consultation with the child's DCP case worker are responsible for monitoring patterns of care concerns and their impact on a child or young person and making a decision if a carer review is required
- the approved carer requests a review
- there is a change of circumstances and the Kinship Care Program or relevant service provider in partnership with the DCP case worker identify that a review is necessary, which could include but is not limited to, concerns such as:
  - changes in circumstances in regard to the carer household that place a child or young person at risk
  - new information about criminal convictions of carers or household members
  - the carer disengages with DCP support and does not allow case management interface with them or the children or young people in their care

- where the number of placement breakdowns suggests a carer review and new care agreement would be of value. In these instances, the department or the service provider may identify the need for a review.

Additional information must be provided to CARU outside of a Carer Review cycle being undertaken where:

- additional child/ren or young people are being explored for placement in the household
- the carer commences a relationship with a new partner:
  - whose primary place of residence is within the carer household, or
  - who, while present in the household, is involved in providing care for the children or young people
- carer/s is seeking to provide additional care outside of their current category of carer approval (for example a kinship carer seeking to become a foster carer).

Consult with CARU when assistance is needed to determine if an approved carer requires a Carer Review or a Carer Assessment. CARU can be contacted on 1800 065 246, or via the CARU general email inbox [DCPCarerRegistrationGeneral@sa.gov.au](mailto:DCPCarerRegistrationGeneral@sa.gov.au).

## 4.2 Prepare for the review of an approved carer

Once it has been determined that a Carer Review is required, the DCP Kinship Care Program or relevant service provider must discuss this with the approved carer.

The approved carer must be informed about:

- the purpose of the Carer Review
- what they can expect when participating in a Carer Review (for example the review and assessment process, information sharing provisions, who can attend to support them if needed)
- possible outcomes of the Carer Review
- their rights to seek an internal/external review of decisions made.

The [Carer Review Report template](#) and the [Carer Reflective Questionnaire template](#), are available on the [Resources for Service Delivery](#) page of DCP's internet.

### 4.2.1 Prepare the DCP case worker for the review

The DCP Kinship Care Program or relevant service provider must notify the child or young person's DCP case worker that a Carer Review is occurring, and ask them to prepare their feedback in regards to the care being provided. Feedback can be recorded from a conversation with the DCP case worker or received in writing (email etc.).

## 4.3 Undertake the review of an approved carer

### 4.3.1 Gather information from relevant sources

The DCP Kinship Care Program or relevant service provider must seek and share information, if necessary, from relevant parties for the purpose of the Carer Review. This should include the carers, child or young person, household members including the carers' biological children and any adults, the DCP case worker and other parties as deemed appropriate.

The CYPS Act includes a range of provisions to share information with a broad range of people and agencies, including children and young people, carers and their families, government departments, statutory bodies and non-government organisations, where there is a legitimate reason to do so. Unless the sharing of information is required by law, consideration should always be given to obtain consent to share information if it is safe, appropriate and reasonable to do so.

Refer to the Manual of Practice - [Information gathering and sharing](#) chapter for further information.

### 4.3.2 Review any action plans

If issues, concerns or risk factors are identified in the review, the DCP kinship care worker in conjunction with the child's case manager, must act to address those concerns. If there were any recommendations/risk identified/action plans arising from the previous review (or initial approval if it is the first review), they need to be addressed in this current review.

When the Winangay Carer Review approach is used those actions will be recorded in the Winangay Action Plan.

When the non-Aboriginal Carer Review Report is used these actions will be recorded in the Carer Agreement.

### 4.3.3 Review household safety

The DCP Kinship Care Program or relevant service provider must arrange a Carer Review meeting with the approved carer in their home as this allows for the home safety check to be completed at the time of the carer review. Household members, biological children and support people are able to attend the Carer Review.

While home safety issues should have been routinely monitored during home visits, the DCP Kinship Care Program or relevant service provider must review these as part of the Carer Review to ensure any issues are addressed.

Carers relocating within the review period are required to notify their support agency of their change in circumstance. A [change of address form](#) is required to be submitted, as well as the relevant completed [Home and Safety Checklist for carers](#). If there are any changes to the household membership (household members and regular guests) as part of moving home, this also needs to be provided to CARU through an updated [Household Membership Advice Form](#).

### 4.3.4 Consider carer health checks

As part of the Carer Review process, information about the carer's health may indicate the need for a medical health assessment to determine the carer's ability to continue to provide care.

If the carer/s has experienced a significant health episode over the review period that may impact their ability to provide safe and stable care for a child or young person, it is recommended the DCP Kinship Care Program or relevant service provider worker seeks the carer/s consent to contact a relevant medical professional for further information. This information will provide the support worker with information pertaining to how the relevant medical issue impacts (or doesn't impact) on the carer and their functioning, however it is the workers responsibility to then assess what impact that has on their care provision.

### 4.3.5 Working with Children Checks (WWCC)

The *Child Safety (Prohibited Persons) Act 2016* (CSPP Act) requires that everyone working or volunteering with children must have a valid working with children check (WWCC). A WWCC is valid for five years.

WWCC requirements apply to all approved carers under section 72 of the CYPs Act. WWCCs also apply to any adult household members and regular guests of a carer's household.

Any new adults who have joined the household or members of the existing household who have attained adulthood (18 years of age) are required to apply for a WWCC (refer to the WWCC Practice Guide). WWCC should be monitored by the DCP kinship care worker or relevant service provider. Carers, adult household members and regular guests should be supported by the DCP kinship care worker, or relevant service provider to submit applications for screenings in a timely manner, prior to the expiry of their previous screening.

Refer to [Working with children checks for family-based carers](#) for further information.

### 4.3.6 Carer training

Carers must maintain currency in minimum training requirements as outlined in the DCP [Family based carer Requirements Matrix](#).

Other training may be identified by the carer or by the service provider to support and build on carer strengths. For carers providing care to children with complex medical needs, they should be encouraged to retain currency in Provide First Aid training.

If carers are not willing to undertake mandatory training, support workers are required to work with the carer to identify the reasons for refusal and to negotiate a solution. Where possible, flexible options regarding the timing and location of training should be considered – online options may also be explored. If carers continue to refuse to attend training, the DCP Kinship Care Program or relevant service provider should consult with their line manager, DCP case worker and CARU for direction.

If there are difficulties attending training due to child care and transport, the DCP Kinship Care Program or relevant service provider support worker should consult with the DCP case worker to discuss/explore assistance that may be available. The intention of carer training is to build carers' strengths, knowledge and capabilities and to reduce or minimise any potential risk to a child or young person placed in their care.

Where it is identified that a carer requires additional training due to the special medical conditions of the child or young person in their care, and they are struggling with their current knowledge and capability to meet the child or young person's needs, the carer should be supported and encouraged to attend training. If the carer refuses to attend training, despite all attempts to problem solve any barriers with the carers, consideration should be given to the longer term sustainability and appropriateness of the placement. Consultation with the appropriate practice lead, which may be a Practice Leader (PL) or a Principal Aboriginal Consultant (PAC) for concerns related to carers caring for Aboriginal children and young people, is required. Discussion of risk and long-term sustainability of a placement needs to be discussed with a practice lead (PL or PAC) for any child or young person.

### 4.3.7 Facilitate the Carer Review meeting

Once information is gathered from relevant sources, a Carer Review meeting must occur to discuss the review process with the carer. The purpose of the Carer Review meeting is to complete the Carer Review and to develop a Carer Review Report in partnership with the carer.

The review must include the carers and any household members who wish to participate. The DCP case worker can participate in the review.

The views of children and young people in care, must be obtained as part of the carer review process and reflected in the Carer Review Report. In advance of the carer review DCP case workers are required to share the view point survey information along with any other observations or discussions with young people about their care, with the agency worker undertaking the carer review. The views of the carer's biological children should also be sought and outlined in the Carer Review Report. [About Me](#) is to be used to directly obtain information from children and young people about their care, as part of the carer review process. The person best placed to do this will be identified through discussions between the DCP Kinship Care Program, or service provider, and the DCP case worker.

The DCP case worker's perspective of the quality of care being provided to children and young people, must be sought and reflected in the Carer Review Report.

Other significant persons (elders, teachers and community members, health providers) perspectives of the care being provided are to be included in the Carer Review Report.

The Carer Review meeting is an opportunity to reflect with the carer on their strengths, any concerns they identify as well as any concerns identified by DCP, and how they may be supported to manage these issues, if possible.

In a Carer Review meeting, the following must be discussed:

- any issues that need to be resolved as part of the home safety check
- the carer/s knowledge and practice in regard to infant safe sleeping (when infants up to the age of 24 months are being cared for) and any learning identified
- information relevant to their care of children and young people including the:
  - carer and carer household's members continuing motivation to care
  - information from other significant persons, such as elders, teachers and community members about the care being provided
  - carer's strengths, capacity and capability of the carer/s to provide safe, stable and nurturing care and to meet children or young person's needs for cultural connection
  - carers providing a safe environment where children/young people are thriving
  - carer's ability to stay strong as a carer
  - the identification of any changes to the composition of the household – any new adult household members or regular guests will require a WWCC and to provide consent to complete a child protection history check. If the household member has lived interstate or in New Zealand, the support worker must obtain their consent to complete an interstate or intercountry child protection history check. The support worker is responsible for submitting this to the DCP Interstate Liaison Officer
  - health and wellbeing of carers and the children and young people in their care
  - carer/s willingness to work as part of a care team
  - any areas of support or development.
- any substantiated Care Concerns and how they were, or will be, addressed
- any recommendations in regard to changes of approval conditions
- future training and support needs will be outlined in the Carer Agreement when the Carer Review is completed.

### 4.3.8 Complete the Carer Review report

Following the Carer Review, the DCP Kinship Care Program or service provider undertaking the review must follow up on any actions that arose from the meeting and complete the Carer Review report.

In completing the [Carer Review Report](#) the reviewer must:

- make a recommendation about continued approval or cancellation of the carers approval
- take note of the date for the next Carer Review (if recommending continued approval). Please note that C3MS will automatically set a review date of 2 years from the date the review is submitted and received by CARU.
- act as required to address immediate carer's needs and risks.

The DCP Kinship Care Program or service provider will advise CARU at the time of review of any critical actions that have been completed as they relate to conditions of the carer/s' approval (for example completion of safe infant care training).

### 4.4 Discuss review outcome/recommendations with the approved carer

The Carer Review report and action plan (for Winangay Carer Reviews) must be completed by the DCP Kinship Care Program or relevant service provider and a copy provided to the carer for their review and endorsement/signature.

The carer must be provided with an opportunity to provide feedback relating to the review and recommendations made. It is recommended that this feedback be sent to CARU in a separate document. This is especially relevant in cases where the carers do not agree with the review outcome. Feedback from the carer must be considered in completing the final Carer Review report.

In addition when completing the Carer Review, a Carer Agreement must be developed by the DCP kinship care worker or relevant service provider support worker, which outlines the carer's future information, training and support needs, and submitted to CARU along with the review documentation.

The carer must be informed that by signing the Carer Review document they acknowledge their continued agreement in line with the [Statement of Commitment](#) and the [Supporting document](#) to the Statement of Commitment, and the Charter of Rights for Children and Young People in Care and act in accordance with the relevant provisions of the CYPS Act. If carers have any difficulties reading or understanding the content of the report they are to be provided with appropriate support or assistance so that they fully understand.

The carers will be provided with copies of the Statement of Commitment and companion document and the [Charter of rights for children and young people](#) in care if this has not already occurred.

#### 4.4.1 Recommendations for continued approval or cancellation

The Carer Review report will include a recommendation of continued carer approval or for carer cancellation.

If there are issues or concerns identified in the carer review period that impact on the immediate safety and wellbeing of a child or young person, these need to be identified and addressed in partnership with the carer, DCP case worker and CARU. This information will assist to inform any conditions regarding the care or in some instances the need for cancellation of a carer's approval.

#### 4.4.2 Recommend cancellation of a carer's approval

At any time, the carer is able to voluntarily request the cancellation of their approval. For details on how to progress the voluntary or involuntary cancellation of a carer's approval, refer to the [Carer approvals, agreements and cancellations for family-based carers Procedure](#).

#### 4.5 Submit the Carer Review report to CARU for action

Once the carer has reviewed and signed the Carer Review report, it must be forwarded to CARU.

If carers have any concerns about the content of the Care Review documentation or about the final Carer Review Report, those concerns must be acknowledged and where possible resolved before proceeding to finalise the review documentation.

In the event the carer is not willing to sign the Carer Review report, and the issues cannot be resolved, the carer will be advised that the Carer Review will still progress and the carer's decision and reason for not signing the report must be recorded.

The final report must still be signed by the reviewer and manager and forwarded to CARU.

In addition to the Carer Review report and action plan (for Winangay Carer Reviews), CARU requires the following documentation to action the review:

- WWCC for the carer/s and all household members/regular guests over the age of 18 years (required only if not already provided to CARU or uploaded to the carer's C3MS profile)
- Home Safety checklist ([foster carer](#) or [kinship/SCO carer](#))
- Carer agreement
- Change of address form (DCP – FCS- Update Carer Communication Details) – required if the carer is moving/has moved residential address
- views of children and young people
- other - for example health checks, reports from others living in the household and relevant third parties, other supporting evidence.

Completed Carer Review documentation should be emailed to [CARU email inbox](#).

#### 4.5.1 CARU process

On receipt of the carer review report, carer agreement and other supporting documentation, CARU workers will complete the following:

- ensure all required documentation has been submitted and completed correctly. If the information provided to CARU has significant gaps, CARU will request the information in order to complete the Carer Review
- complete analysis of the carers' capacity and other relevant information based on the carer review documentation, information from C3MS as well as feedback from DCP and the service providers
- check that the recorded conditions of approval for the carer match what the service provider has requested in the review documentation and the carer agreement
- complete a review summary to identify if the carer continues to meet all areas of carer competency and forward to the CARU supervisor for approval
- send a review outcome letter to the supporting DCP Kinship Care Program or relevant service provider, along with two copies of the Carer Approval Confirmation documentation; one for the supporting service provider's records and the other to be provided to the carer/s. The Carer Approval

Confirmation documentation provides the carer/s and the supporting service provider with confirmation of the carer/s approval conditions, including category of care (foster, kinship, SCO) along with other relevant conditions, including a list of recorded household members and regular guests

- CARU will then record that the carers' approval has been continued in C3MS and will upload the template and Carer Review Letter. Any changes to the approval conditions, decision outcome including rationale and next review date are recorded
- if a recommendation has been made to cancel a carer's approval, CARU workers will commence this process in accordance with the [Carer approvals, agreements and cancellations for family based carers Procedure](#).

## 4.6 Support an approved carer to implement an action plan

Any immediate actions arising from the Carer Review, are required to be processed following the review. Immediate actions and longer term support and training is reflected in the [Carer Agreement – Foster Care](#) or [Carer Agreement – Kinship and Specific Child Only \(SCO\)](#) template..

## 4.7 Develop a Carer Agreement

The carer agreement is a collaborative process involving a discussion with all parties including the approved carer, carer support worker, the DCP case worker and any other professionals or stakeholders working with the carer family.

The carer agreement must consider what has been undertaken or achieved during the period of the agreement, and whether strategies need to be developed to assist the carer.

The carer should be encouraged to raise any issues affecting them including any difficulties experienced, any positive outcomes, their relationship with DCP and any changes to the original Carer Agreement (for example type of care or age of child or young person).

Responsibility for undertaking the Carer Agreement Review			
Category of carer	Role responsible for undertaking the agreement review	When review must be completed	What must be included
Foster carer	Relevant foster care service provider support worker	The Carer Agreement must be reviewed every two years in conjunction with the Carer Reviews for Family Based Carers Procedure.	<p><b>Conditions:</b> (imposed by CARU)</p> <ul style="list-style-type: none"> <li>• Number of children approved to provide care for</li> <li>• Approval of Aboriginal and Torres Strait Islander children</li> <li>• Approval of specialist care types</li> <li>• Any "other" conditions.</li> </ul> <p><b>Preferences:</b> Agreement between the carer and service provider</p> <ul style="list-style-type: none"> <li>• Care type (e.g. short term, long term, respite)</li> <li>• Age range and Gender</li> </ul>
SCO carers	Relevant SCO service provider support worker		
Kinship carers	DCP Kinship Care Program (carer support worker)  Relevant Aboriginal kinship care support worker	A review may occur sooner than two years where necessary for reasons which may include a change of circumstance, a pattern of care concerns or at the request of the approved carer.	



			<p>(please note that age range and gender are not required for SCO and Kinship category of care)</p> <ul style="list-style-type: none"> <li>• Cultural considerations</li> <li>• Other characteristics of the child or young person to be cared for.</li> </ul> <p><b>Learning and support:</b> Activities recommended (in addition to mandatory training requirements).</p>
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The supervisor/manager of the relevant service provider is responsible for approving the Carer Agreement. All parties must sign the Carer Agreement.

Once completed and approved, the carer support worker must provide a copy of the signed Carer Agreement and Carer Review report to the:

- [Carer Approval and Review Unit](#) (CARU) to be recorded on the carer’s profile on C3MS
- carer applicant/approved carer.

The carer support worker is responsible for ensuring that the revised Carer Agreement is implemented and monitored, including any learning and support activities.

## 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
<a href="#">Carer approvals, agreements and cancellations for family-based carers Procedures</a>
<a href="#">Carer Review Template</a>
<a href="#">Family based carer requirements matrix</a>
<a href="#">Charter of Rights for Children and Young People in Care</a>
<a href="#">Working with children checks for family-based carers</a>
<a href="#">South Australian Aboriginal languages interpreters and translators guide</a>
Manual of Practice - <a href="#">Information gathering and sharing</a>
<a href="#">Statement of Commitment</a>
<a href="#">Supporting document to the Statement of Commitment</a>
Change of address form (DCP – FCS- Update Carer Communication Details)
<a href="#">Home Safety checklist for kinship &amp; SCO carers</a>

[Family based care home safety Checklist](#)

## 7. Glossary

Term	Meaning
Carer Review documentation	Documentation of the carer review. This includes Winangay carer review documentation that captures the information gathered and recorded as part of the Carer review.
Carer Review report	A final Carer Review report that provides a summary of the information including recommendations for the carer's ongoing approval.
<a href="#">Family based carer requirement matrix</a>	A Matrix outlining carer approval requirements.
Carer cancellation process	The legislative steps required to be undertake to finalise the cancellation of a carer's approval.
A regular guest/visitor	For the purpose of WWCC these are defined as people who regularly visit the carer household and have an unsupervised role with children and young people.
Action plan	When the Winangay Carer Review approach is used, a plan is developed after a Carer Review that outlines any immediate actions to be undertaken to support the quality of care to a child. Those actions will be recorded in the Winangay Action Plan.
Kinship care worker	The kinship care worker is the worker allocated to support a kinship carer.
Carer Agreement	An agreement between a carer and their service provider that outlines the carer's information, support and training needs.
Support worker	A support worker in a non-government service worker who is providing support to the carer.

## Document control

<b>Reference No./ File No.</b>			
<b>Document Owner</b>		<b>Lead Writer (position)</b>	
Directorate/Unit: Out of Home Care		Lead Project Officer Out of Home Care Operational Support	
Accountable Director: Executive Director Out of Home Care			
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<a href="#">Risk Assessment Matrix</a>	Moderate	Possible	Moderate

REVISION RECORD		
Approval Date	Version	Revision description
17 June 2021	V1.0	<p>New document to replace Kinship and Specific Child Only Carer Reviews Practice Guidance</p> <p>Inclusion of Foster carers in procedure</p> <p>Inclusion of two yearly review cycle for foster carers which aligns all carers in one consistent review process</p>
05 August 2022	V2.0	<p>Document reviewed and updated to reflect current practices</p> <p>Information updated in section 4.5.1 (CARU process) to include detailed process on receipt of carer review report and documentation. This information has been included from the revised Carer approvals and cancellation for family-based carers Procedure (v2.0 July 2022)</p> <p>Section 4.7 (Develop a carer agreement) includes detailed information and revised table that was previously included in the (retired) Carer agreements for family-based carers Procedure (v2.1 January 2022)</p>
1 March 2024	V2.1	<p>Minor update including hyperlink update to Carer Review template V2.0, fixed hyperlinks and updating Responsibility for undertaking the Carer Agreement Review table to reflect current language</p>
23 April 2024	V2.2	<p>Minor update to change the foster carers home safety checklist link to the DCP Home and Environment Checklist.</p>