

# DCP Kinship Care Program: Provision of induction resources to new kinship care Procedure

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## 1. Purpose

This procedure describes the process for providing new kinship carers with the following induction resources:

- Department for Child Protection (DCP) Kinship Care Program welcome pack
- DCP Kinship Care Program induction resource checklist (the checklist) for new kinship carers.

## 2. Scope

This procedure applies to all staff in the DCP Kinship Care Program involved with the induction of new kinship carers to their caring role.

Where a kinship carer is not referred to the DCP Kinship Care Program, both the welcome pack and the checklist can be made available for DCP case workers to use with a carer.

## 3. Authority

### 3.1 Legislative context

[Children and Young People's \(Safety\) Act 2017](#):

- Section 79 - Approved carers to be provided with certain information prior to placement
- Section 81- Approved carers to be provided with certain information.

### 3.2 Whole of Government requirements

Not applicable.

### 3.3 DCP requirements

- The [Statement of Commitment](#) to foster and kinship carers. The Statement of Commitment is comprised of five key principles that ensure carers are informed, supported, consulted, valued and respected.
- The [Supporting document to the Statement of Commitment](#) provides practice guidance on how kinship care workers can use the Statement of Commitment to understand their roles and responsibilities and work together to support children and young people in care.
- [An Outline of National Standards for Out of Home Care 2011](#)
- [DCP Strategic Plan 2022-2026](#) - Working alongside carers. We respect and value carers as vital partners in keeping children and young people safe and well.
- [DCP Assessment framework](#)
- [DCP Manual of Practice](#)
- [Family Led Decision Making for Aboriginal families Framework](#)

- [Aboriginal and Torres Strait Islander Child Placement Principle](#)

### 3.4 Principles

The DCP Kinship Care Program Practice Principles complement the principles outlined in the *Children and Young People (Safety) Act 2017*, the Statement of Commitment, the [DCP Practice Approach](#), the [DCP Practice Principles](#) and the principles outlined in the DCP Manual of Practice chapter [Supporting children and young people in care](#).

The delivery of DCP Kinship Care Program services is underpinned by the following Practice Principles (refer to the DCP Kinship Care Program [intranet](#) :

- the safety of children and young people is the paramount consideration in all aspects of kinship care service provision
- commitment to embedding the five key principles of the [Statement of Commitment](#) to ensure kinship carers are informed, supported, consulted, valued and respected
- the impact of intergenerational trauma on Aboriginal children and young people, families and communities is recognised and understood. The DCP Kinship Care Program is committed to following the Aboriginal and Torres Strait Islander Child Placement Principle and its core elements
- kinship care practice is inclusive, compassionate and respectful of the culture, disability, language and beliefs of the child or young person, their family and their carers
- the role of kinship carers in supporting children and young people is deeply valued and carers are recognised and acknowledged as experts in their own lives, needs and culture
- kinship carers are valued as active partners in the care team and decision making processes
- kinship carers require proactive and targeted support based on the need to afford children and young people safe and high quality care
- reflective practice and regular supervision are embedded and valued at individual, team and program level
- collaboration across DCP, interagency practice and information sharing promotes the safety and wellbeing of children and young people.

## 4. Procedure requirements

The DCP Kinship Care Program welcome pack (welcome pack) contains a suite of documents that form part of the kinship carer's induction, as well as items to both convey our thanks and acknowledge the valued role of kinship carers.

The checklist is a key document included in the welcome pack. The checklist has a dual purpose and is to be used by:

- kinship care workers as a guiding document in the provision of information resources specifically targeted for kinship carers.
- kinship carers to identify and access important resources to understand their role and those of DCP.

The range of resources listed on the checklist have been selected to provide essential information for the kinship carer and information relating to the specific needs of children. However, the information contained on the checklist is not exhaustive.

Specifically, the checklist:

- ensures new kinship carers are provided with mandatory, general, cultural and specialist information within the first six months of the commencement of their caring role
- must be used by kinship care workers, during the Temporary Placement assessment process or immediately following the placement of a child or young person with the kinship carer
- must be used as an ongoing tool for kinship care workers when assessing a kinship carer's understanding of the information provided and any additional information and resources required
- must be uploaded in C3MS on the Temporary Carer Assessment page to provide evidence of the provision of information to kinship carers.

#### 4.1 Provide the carer with a welcome pack and checklist at the initial visit

The kinship care worker (or DCP case worker) must provide a carer with the welcome pack, including the checklist, at the initial visit. It is essential to acknowledge the importance of the carers' role and assist in orientating them, right from the start of the placement.

Welcome packs consist of the following items:

- cotton kinship care branded tote bag containing:
  - laminated colour presentation folder
  - fridge magnet inside plastic sleeve with whiteboard marker
  - pen
- suite of documents (to be printed) and included in the presentation folder:
  - [Chief Executive welcome letter to kinship carers](#)
  - [Statement of Commitment](#)
  - [Charter of Rights for Children and Young People in Care](#)
  - [DCP Kinship Care Program Kinship carer induction resource checklist](#)
  - [DCP Kinship Care Program Targeted Support Approach fact sheet for kinship carers](#)
  - [DCP after-hours fact sheet](#).

The DCP Kinship Care Program source and maintain stock of the welcome pack items and are responsible for the creation of each pack. Welcome packs will be made available to kinship care workers at each DCP Kinship Care office.

#### 4.2 Identify the carer's preference for accessing the information

The best option for individual carers to receive or view the resources on the checklist will depend on the kinship carer's personal preference as well as their access and skill in using internet resources. The kinship care worker (or DCP case worker), will be required to determine the carer's preference from the following options:

- **Option 1**  
The carer has a preference for viewing the resources online through the specific document links on the checklist. The kinship care worker (or DCP case worker) will be required to confirm with the carer they have access to the internet and have the ability to view the resources online. The carer can be provided with an electronic copy of the checklist.
- **Option 2**  
The carer would prefer to go through the resources with the kinship care worker (or DCP case worker), so the information can be explained in more detail. If this has been initiated by a DCP case

worker, a kinship care worker (once allocated) can progress further with the carer during scheduled visits. The kinship care worker (or DCP case worker), will need to print the relevant documents and provide to the kinship carer for discussion during scheduled visits.

- **Option 3**

The carer has requested hard copies of the relevant resources be provided for their reference. The kinship care worker (or DCP case worker), will need to print all relevant documents and provide to the kinship carer. If a resource is subsequently updated, the kinship care worker will need to ensure that the carer is provided with a revised copy.

Kinship care workers (or DCP case workers), are encouraged to source any additional information and resources that would enable the carer to provide the best possible care that meets the specific and individual needs of the child or young person.

In addition, kinship carers should be empowered to seek further information from reliable sources, such as the [DCP Carer Platform](#), [Child and Youth Health](#) and [Parenting SA](#).

### 4.3 Actively support the kinship carer to access resources and information on the checklist

The checklist must be accessed with all new kinship carers either:

- during the Temporary Placement assessment
- prior to, or immediately following the placement of a child with the carer
- during or following a full carer assessment if a temporary placement assessment was not completed.

**The mandatory resources listed in the [checklist](#) must be provided to the carer prior to, or immediately at, placement start.**

Following a referral to the DCP Kinship Care Program, the kinship care worker will continue to work through the checklist with the kinship carer. If no information has been provided to the kinship carer prior to referral to the DCP Kinship Care Program, the kinship care worker will commence the checklist by identifying and providing the required mandatory resources.

The checklist should be revisited for any additional placement with the kinship carer to ensure they have information relevant to the specific needs of any additional children.

The checklist contains hyperlinks directly to the specific documents or webpages. All the information is available for carers to access online.

Following review of the resources, the kinship carer must sign the acknowledgement on page 2 of the [checklist](#) as a record of receiving the information from DCP.

The kinship care worker (or DCP case worker) must upload the acknowledgment in the C3MS Temporary Carer Assessment page as soon as it is completed.

### 4.4 Complete the checklist within six months of the placement start

Noting that the mandatory resources must be provided to the carer prior to, or immediately at, placement start, some kinship carers may be overwhelmed by the process of becoming a carer and are not ready to receive and understand a large volume of information immediately.

The kinship care worker will need to ensure that the mandatory resources are provided in the first instance and then work with the carer to identify the preferred pace in receiving the generic, cultural or specialist information.

The kinship care worker and carer may choose to prioritise the additional generic, cultural or specialist resources on the checklist and review at each scheduled visit.

All relevant information should be provided to the carer within six months of placement start.

#### 4.5 Finalise the checklist and upload to C3MS

Once the required generic, cultural and/or specialist resources on the checklist have been provided to the carer in the requested format, the carer, kinship care worker (or DCP case worker) should check the box next to each resource and record the date.

Both the kinship carer and kinship care worker should maintain copies of the checklist. For the carer, the checklist can act as a reminder that they have accessed the information and know where to access it again if required. For the kinship care worker (or DCP case worker), completing the checklist provides a record of information provided to the carer.

Where a carer has chosen option 3 for accessing information, it is important for the kinship care worker (or DCP case worker) to make a note on the checklist to confirm that the documents including the version number provided, have been provided in hard copy. It is important for the kinship care worker (or DCP case worker) to engage in regular communication to ensure that the carer is provided with revised documents if changes are made.

The kinship care worker can review the completed checklist via the Temporary Carer Assessment page on C3MS.

#### 4.6 Resources and considerations for Aboriginal carers

It is important the kinship care worker discusses with an Aboriginal<sup>1</sup> carer their preferred method for receiving the induction information and if they wish to have a family or community member present when the information is discussed. It is essential to ensure Aboriginal carers are supported to feel culturally safe, ask questions, and have access to relevant information.

If staff are unsure about how the information should be provided, or by whom, they should consult a Principal Aboriginal Consultant (PAC) for guidance. For further guidance in relation to working with Aboriginal carers, refer to the [Aboriginal and Torres Strait Islander Child Placement Principle Practice Paper, Relationship Based Practice – Practice Paper](#) and [Supporting and collaborating with carers Practice Paper](#).

There are a range of additional resources for Aboriginal carers on the checklist. These resources are available for kinship carers on the DCP Carer Platform.

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<sup>1</sup> Please note that in this document, the term Aboriginal, refers to all people who identify as Aboriginal, Torres Strait Islander or both Aboriginal and Torres Strait Islander. This term is used as the First Nations Peoples of South Australia are predominantly Aboriginal peoples and it is their preferred term. We acknowledge and respect that it is preferable to identify Aboriginal peoples, where possible, by their specific Language group or Nation.

## 4.7 Resources and considerations for carers from culturally and linguistically diverse (CALD) backgrounds

When placing a child or young person from a CALD background, consideration should be given to the culture, ethnicity, language and religion of the child or young person and the carer(s). The kinship care worker (or DCP case worker), should consult with DCP Multicultural Services for advice on engaging with the carers, providing culturally appropriate induction resources and ensuring the carers understand the role and function of DCP, what is expected of them as carers and the level of engagement the department will have on an ongoing basis. For further guidance, refer to the [Culturally and linguistically diverse child placement Policy](#) and the [Working with cultural diversity Practice Paper](#).

For families of a CALD background, the kinship care worker should assess if the carer requires the assistance of an [interpreter or translator](#).

## 5. Compliance, monitoring and evaluation

Kinship care workers and DCP case workers will be required to upload the carer acknowledgement for the provision of mandatory information on the Temporary Placement assessment page in C3MS.

DCP Kinship Care Program and DCP case management supervisors will need to ensure the documents are uploaded as part of standard case supervision practice.

## Related documents

Related documents, forms and templates
<a href="#">Aboriginal and Torres Strait Islander Child Placement Principle Practice Paper</a>
<a href="#">Chief Executive welcome letter to kinship carers</a>
<a href="#">Culturally and linguistically diverse child placement Policy</a>
<a href="#">DCP After-hours fact sheet</a>
<a href="#">DCP Kinship Care Program Kinship carer induction resource checklist</a>
<a href="#">DCP Kinship Care Program Targeted Support Approach fact sheet for kinship carers</a>
<a href="#">Relationship Based Practice – Practice Paper</a>
<a href="#">Statement of Commitment</a>
<a href="#">Supporting and collaborating with carers Practice Paper</a>
<a href="#">Working with cultural diversity Practice Paper</a>

## Document control

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