



Place a child or young person in care flowchart

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Child or young person comes into care (under a [VCA](#) or the [custody or guardianship of the Chief Executive](#))

DCP case worker [gathers and considers information](#) about the child or young person's placement needs

Gather and consider a broad range of information about the child or young person's placement needs, including:

- life domain information
- placement needs of sibling groups
- the cultural needs of Aboriginal and Torres Strait Islander infants, children and young people
- the cultural needs of children and young people from culturally and linguistically diverse backgrounds
- the needs of children and young people with disability and/or high health needs
- the specific needs of gender diverse children and young people.

[Scope for placement options with family and kin](#)

- Seek the views of the child or young person, their parents, other family/kin, and community
- Develop/review the genogram/ecomap
- Contact potential carers
- Document scoping efforts
- Refer for assistance with family finding and mapping from Taikurirra Warri-
apinhi for Aboriginal and Torres Strait Islander infants, children and young
people who have been in care for less than 12 months
- Refer for assistance with family scoping from the DCP Multicultural Services
team for children and young people from CALD backgrounds.

DCP case worker identifies whether potential kinship/SCO carer is an approved carer

DCP case worker assesses whether the child or young person's circumstances meet the legislative criteria for [temporary placement](#)

Consider the legislative criteria:

- the placement is needed urgently
- placement with an approved carer is not reasonably practicable (or there is a preference to place with a non-approved carer)
- the risk posed to the child or young person by not placing them in the temporary placement exceeds the risk that the temporary carer will cause the child or young person harm.

DCP case worker contacts Placement Services for advice about the proposed placement

Placement Services consult with DCP Kinship Care or the NGO or ACCO responsible for supporting the carer (as appropriate) about the suitability of the potential placement

Placement Services will consult with DCP case workers allocated to any other children or young people currently in the placement.

[DCP case worker prepares and submits placement request](#)

Prepare child profile information, complete (or update) CAT assessment and submit placement request in C3MS. Provide Placement Services with additional information as required.

Undertake temporary placement assessment

Refer to Assess and seek approval for a temporary placement in the Place a child or young person in care chapter of the Manual of Practice and the [Temporary placement assessment flowchart](#).

DCP case worker supports potential kinship/SCO carer to [submit an application](#) for a full carer assessment

The carer must undergo a full carer assessment and be approved prior to placement.

DCP case worker [consults with the recognised organisation](#) (for Aboriginal and Torres Strait Islander infants, children and young people), where reasonably practicable

If consultation is not possible prior to placement, it must occur as soon as reasonably practicable after placement.

Placement Services advises whether a potential placement with approved carer or in residential care has been identified

DCP case worker arranges a placement in accordance with the [Emergency arrangements with non-panel service providers Procedure](#)

DCP case worker responds to the placement offer

- consider the placement offer
- assess whether the placement is appropriate for the child or young person
- consider the carer's support needs
- consult as required

DCP case worker records the placement decision in accordance with the [Consult or Decision Record Procedure](#) and seeks supervisor approval

DCP Kinship Care, NGO or ACCO modifies the carer agreement and seeks approval from CARU

DCP case worker records a [Placement \(No Request\)](#) with the approved kinship/SCO carer in C3MS

Record the decision in accordance with the Consult or Decision Record Procedure and seek supervisor approval.

Placement assessed as suitable | Placement assessed as unsuitable

DCP case worker [consults with the recognised organisation](#) (for Aboriginal and Torres Strait Islander infants, children and young people), where reasonably practicable

If consultation is not possible prior to placement, it must occur as soon as reasonably practicable after placement.

DCP case worker [prepares for placement](#)

Provide information to the child or young person, carer and parents (as appropriate), complete 'Verification of a Child in Care' card. Ensure supports are in place for the carer to meet the child or young person's needs (such as bedding, food, car seats or clothing).

DCP case worker records the placement decision in accordance with the [Consult or Decision Record Procedure](#) and seeks supervisor approval

DCP case worker supports the child or young person to [move to the placement](#)

Coordinate or provide transport. Ensure the child or young person's personal belongings and important documents go with them. Ensure the child or young person has adequate clean clothing.

For short-term and non-family based placements

DCP case worker continues scoping for potential kinship/SCO carers until permanency is achieved

- Continue to meet with members of the child or young person's family, kinship and community networks to support scoping
- Ensure key documents such as the genogram, case plan and CAT assessment are up to date
- Consider consultation with practice leader, PAC, DCP Multicultural Services and DCP Psychological Services where appropriate.

To be read in conjunction with the [Place a child or young person in care chapter](#) of the Manual of Practice