

# Standard Carer Assessment Tool

Information Kits for Carer Assessments

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## Standard Carer Assessment Tool

The Standard Carer Assessment Tool is a one stop shop for all things related to 'Carer Assessment'. The tool has been categorised into the following six sections (*please click on either of the below to be taken directly to that section*):

- ⇒ [Provisional Approval Information Kit](#)
- ⇒ [Kinship Carer Assessment Information Kit](#)
- ⇒ [Foster Carer Assessment Information Kit](#)
- ⇒ [Aboriginal and Torres Strait Islander Carer Assessment Information Kit](#)
- ⇒ [Culturally and Linguistically Diverse \(CALD\) Carer Assessment Information Kit](#)
- ⇒ [Interstate Carer Assessment Information](#)

The tool can be utilised by Child Safety staff and external assessors (inclusive of Foster and Kinship care agency staff). Each section contains a list of the resources relevant to the assessment requirements for that topic, including what is required for the successful completion of a carer assessment. The tool is designed to assist in delivering consistency in carer assessments across the state.

Each section contains information relevant to the following:

- ⇒ Policies and Procedures
- ⇒ Forms
- ⇒ Guidelines
- ⇒ Resources

Please refer to the Child Safety Practice Manual for procedure requirements for all carer assessments:

- ⇒ [Procedure – Provide and review care](#), the link has been provided below in each section under *Resources*.



## Provisional Approval Information Kit

### Priority Forms

- ⇒ [Application for Initial Approval – Form 3A](#)
  - needs to be 'properly made' and sent through to the Central Screening Unit (CSU) Manager, who makes the determination that the applicant is a suitable person to be provisionally approved and that adult members of the household are suitable to associate with a child on a daily basis.
  - The APA Initial provides the CSU with the applicants signed consent for Child Safety to undertake these checks. The CSU is unable to start the checks without sighting the applicants and adult household members signed consent.
- ⇒ [Provisional approval assessment](#) – to be completed by a CSO or external assessor
- ⇒ [Household safety study](#) (*Part 1 is only required to be completed to ensure the household premises are physically safe, or there is a clear plan to resolve any identified safety issues*)

**THE BELOW QPS REQUESTS ARE ONLY FOR CASES THAT ARE URGENT/AFTERHOURS AND SHOULD NOT REPLACE THE ABOVE PROCESSES. THE CSSC OR PSU ARE TO IMMEDIATELY FINALISE THE REQUIREMENTS FOR THE APA INITIAL TO BE PROPERLY MADE AND SEND ALL REQUIRED FORMS AND IDENTIFICATION DOCUMENTS (ABOVE), WHERE AVAILABLE, TO THE CSU ON THE FOLLOWING BUSINESS DAY.**

- ⇒ *Child Safety only* - [QPS – Urgent request s.95](#) (business hours) or *Child Safety only* - [QPS – Urgent request](#) (after hours)

### Blue Cards

- ⇒ A blue card is not a requirement at this stage, if the applicant is determined to be a suitable person to be provisionally approved by the CSU Manager and they wish to continue to be assessed as a foster or kinship carer the applicant/s will be required to apply for a blue card or exemption card through [Blue Card Services](#), if they don't already hold a valid blue card or exemption card.
- ⇒ Adult household members included in the provisional approval assessment can remain in the home providing they have completed a blue card or exemption card application and have obtained an approval from Blue Card Services prior to the approval of the initial carer assessment.

### Other Forms

- ⇒ [Change in carer circumstances form](#) (where required)

### Resources

#### *Child Safety Practice Manual (CSPM)*

- ⇒ CSPM – Procedure – [Provide and review care](#)
- ⇒ CSPM – [Provide and review care Resources](#)
- ⇒ Fact / Information Sheets:
  - Fact Sheet 1: [What is provisional approval?](#) – *must be provided to provisional carer applicant*
  - Applicants are asked to refer to the [Pool safety standard](#) website to ensure their pool meets the swimming pool safety standards
- ⇒ Practice guides
  - [Adult Household Member Guidelines](#) – *Child Safety only*
  - [Provisional approval assessment guidelines](#) (Practice guide)
  - [Meeting the statement of standards](#) (Practice guide)



Provisional approval is usually considered for family members or other people already well known to the child, to enable the child to be immediately placed in their care.

For carer applicant/s who receive **provisional approval**, legislated timeframes are in place for the outcome of the substantive application (full assessment) to be decided. Provisionally approved carers (PAC) can provide care to a specific child for a time-limited period of 60 days, with one possible extension for a further 30 days.

The carer's substantive kinship or foster carer application to be a foster carer must be decided within the 60 or 90 day period of provisional approval.

## Kinship Carer Assessment Information Kit

### Policies

- ⇒ [Kinship Care Policy](#) (632)

### Forms

- ⇒ [Application for Initial Approval - Form 3A](#)
- ⇒ [Kinship Carer Initial Assessment Report](#)
- ⇒ [Kinship Care Renewal Assessment Report](#)
- ⇒ [Carer applicant health and wellbeing questionnaire](#)
- ⇒ [Household safety study](#)
- ⇒ [Consent to discuss information](#) – Blue Card Services
- ⇒ [Change in carer circumstances form](#) (where required)
- ⇒ [New adult householder member form](#) (where required)



### Blue Cards

- ⇒ A blue card or exemption card is a requirement to be a kinship carer. If the kinship carer applicant does not already hold a valid blue card or exemption card they will be responsible for applying for either of these cards through [Blue Card Services](#). Refer to the CSPM – [Provide and review care](#) for more information to assist a kinship carer applicant to apply for a blue card or exemption card.
- ⇒ All prospective adult household members are required to hold a valid blue card or exemption card *prior* to joining the approved carer household.

### Resources

#### *Child Safety Practice Manual (CSPM)*

- ⇒ CSPM Procedure – [Provide and review care](#)
- ⇒ CSPM – [Provide and review care Resources](#)
  - [Charter of Rights for a child](#)
  - [Kid's Rights \(Handout\)](https://www.csyw.qld.gov.au/resources/dcsyw/child-family/foster-kinship-care/charter-kids-rights.pdf)<https://www.csyw.qld.gov.au/resources/dcsyw/child-family/foster-kinship-care/charter-kids-rights.pdf>
  - [Home safety checklist](#)
- ⇒ Guidelines
  - [Kinship Carer Initial Assessment Report Guidelines](#)
  - [Kinship Care Renewal Assessment Report Guidelines](#)
  - [Adult Household Member Guidelines](#) – *Child Safety only*
- ⇒ Fact/Information Sheets:
  - [Standards of care](#) (handout)
  - [Information for carer and staff members](#) (handout)
  - [Confidentiality and privacy information for private contractors and panel participants](#)
  - [Duty of Disclosure](#) – a factsheet for carers (handout)
  - Applicants are asked to refer to the [Pool safety standard](#) website to ensure their pool meets the swimming pool safety standards
- ⇒ Practice guides:
  - [The role of a support person](#) (Practice guide)
  - [Participation of children and young people in decision making](#) (Practice guide)

#### *Internet Resources*

- ⇒ Foster and Kinship Care - [Rights and responsibilities](#)
- ⇒ Foster and Kinship Care – [Regulation of care](#)
- ⇒ Foster and Kinship Care – [Resources and publications](#)
- ⇒ Queensland Government – [Information for existing foster and kinship carers – Kinship Care](#)

## Foster Carer Assessment Information Kit

### Forms

- ⇒ [Application for Initial Approval - Form 3A](#)
- ⇒ [Carer applicant assessment and recommendation – Initial approval only](#)
- ⇒ [Carer applicant assessment and recommendation – Renewal approval only](#)
- ⇒ [Carer applicant health and wellbeing questionnaire](#)
- ⇒ [Household safety study](#)
- ⇒ [Consent to discuss information](#) – Blue Card Services
- ⇒ [Change in carer circumstances form](#) (where required)
- ⇒ [New adult householder member form](#) (where required)

### Blue Cards

- ⇒ A blue card or exemption card is a requirement to be a foster carer. If the foster carer applicant does not already hold a valid blue card or exemption card they will be responsible for applying for either of these cards through [Blue Card Services](#). Refer to the CSPM – [Provide and review care](#) for more information to assist a foster carer applicant to apply for a blue card or exemption card.
- ⇒ All prospective adult household members are required to hold a valid blue card or exemption card *prior* to joining the approved carer household.

### Resources

#### Child Safety Practice Manual (CSPM)

- ⇒ CSPM Procedure – [Provide and review care](#)
- ⇒ CSPM – [Provide and Review Care Resources](#)
  - [Charter of Rights for a child](#)
  - [Kid's Rights \(Handout\)](#)
  - [Home safety checklist](#)
- ⇒ Guidelines
  - [Guidelines for completing an assessment report: Initial approval only](#) – Guidelines
  - [Guidelines for completing an assessment report: Renewal approval only](#) – Guidelines
  - [Adult Household Member Guidelines](#) – *Child Safety only*
- ⇒ Fact/Information Sheets:
  - [Standards of care](#) (handout)
  - [Information sheet for carers and staff members](#) – About the standards of care (handout)
  - [Confidentiality and privacy information for private contractors and panel participants](#)
  - [Duty of disclosure](#) – a fact sheet for carers
  - Applicants are asked to refer to the [Pool safety standard](#) website to ensure their pool meets the swimming pool safety standards
- ⇒ Practice guides:
  - [The role of a support person](#) (Practice guide)
  - [Participation of children and young people in decision making](#) (Practice guide)



#### Internet Resources

- ⇒ Foster and Kinship Care - [Rights and responsibilities](#)
- ⇒ Foster and Kinship Care – [Regulation of care](#)
- ⇒ Foster and Kinship Care – [Resources and publications](#)
- ⇒ Queensland Government – [Information for existing foster and kinship carers](#)

## Aboriginal and Torres Strait Islander Carer Assessment Information Kit

### Policies

- ⇒ [Decisions about Aboriginal and Torres Strait Islander children and young people \(641-1\)](#)

### Forms

Both Kinship Carer and Foster Carer applications have been included in this section, please utilise the relevant application for your assessment.

- ⇒ [Application for Initial Approval - Form 3A](#)
- ⇒ [Kinship Carer Initial Assessment Report](#)
- ⇒ [Kinship Care Renewal Assessment Report](#)
- ⇒ [Carer applicant assessment and recommendation – Initial approval only](#)
- ⇒ [Carer applicant assessment and recommendation – Renewal approval only](#)
- ⇒ [Carer applicant health and wellbeing questionnaire](#)
- ⇒ [Household safety study](#)
- ⇒ [Consent to discuss information](#) – Blue Card Services
- ⇒ [Change in carer circumstances form](#) (where required)
- ⇒ [New adult householder member form](#) (where required)

### Blue Cards

- ⇒ A blue card or exemption card is a requirement to be a foster or kinship carer. If the foster or kinship carer applicant does not already hold a valid blue card or exemption card they will be responsible for applying for either of these cards through [Blue Card Services](#). Refer to the CSPM – [Provide and review care](#) for more information to assist a foster or kinship carer applicant to apply for a blue card or exemption card.
- ⇒ All prospective adult household members are required to hold a valid blue card or exemption card *prior* to joining the approved carer household.

### Resources

#### Child Safety Practice Manual (CSPM)

- ⇒ CSPM Procedure – [Provide and review care](#)
- ⇒ CSPM – [Provide and review care Resources](#)
  - [Charter of Rights for a child](#)
  - [Kid's Rights \(Handout\)](#)
  - [Home safety checklist](#)
- ⇒ Guidelines
  - [Kinship Carer Initial Assessment Report Guidelines](#)
  - [Kinship Care Renewal Assessment Report Guidelines](#)
  - [Guidelines for completing an assessment report: Initial approval only](#) – Guidelines
  - [Guidelines for completing an assessment report: Renewal approval only](#) – Guidelines
  - [Adult Household Member Guidelines](#) – *Child Safety only*
- ⇒ Fact/Information Sheets:
  - [Standards of care](#) (handout)
  - [Information sheet for carers and staff members](#) – About the standards of care (handout)
  - [Confidentiality and privacy information for private contractors and panel participants](#)
  - [Duty of disclosure](#) – a fact sheet for carers
  - Applicants are asked to refer to the [Pool safety standard](#) website to ensure their pool meets the swimming pool safety standards
- ⇒ Practice guides:
  - [The role of a support person](#) (Practice guide)
  - [Participation of children and young people in decision making](#) (Practice guide)
- ⇒ Practice Kits:
  - [Working with Aboriginal and Torres Strait Islander people](#)
  - [Safe care and connection](#) – to inform culturally capable practice with Aboriginal and Torres Strait Islander children and families



*Internet Resources*

- ⇒ Foster and Kinship Care - [Rights and responsibilities](#)
- ⇒ Foster and Kinship Care – [Regulation of care](#)
- ⇒ Foster and Kinship Care – [Resources and publications](#)
- ⇒ Queensland Government – [Information for existing foster and kinship carers](#)





## Culturally and Linguistically Diverse (CALD) Carer Assessment Information Kit

### Forms

Both Kinship Carer and Foster Carer applications have been included in this section, please utilise the relevant application for your assessment.

- ⇒ [Application for Initial Approval – Form 3A](#)
- ⇒ [Kinship Carer Initial Assessment Report](#)
- ⇒ [Kinship Care Renewal Assessment Report](#)
- ⇒ [Carer applicant assessment and recommendation – Initial approval only](#)
- ⇒ [Carer applicant assessment and recommendation – Renewal approval only](#)
- ⇒ [Carer applicant health and wellbeing questionnaire](#)
- ⇒ [Household safety study](#)
- ⇒ [Consent to discuss information](#) – Blue Card Services
- ⇒ [Change in carer circumstances form](#) (where required)
- ⇒ [New adult householder member form](#) (where required)

### Blue Cards

- ⇒ A blue card or exemption card is a requirement to be a foster or kinship carer. If the foster or kinship carer applicant does not already hold a valid blue card or exemption card they will be responsible for applying for either of these cards through [Blue Card Services](#). Refer to the CSPM – [Provide and review care](#) for more information to assist a foster or kinship carer applicant to apply for a blue card or exemption card.
- ⇒ All prospective adult household members are required to hold a valid blue card or exemption card *prior* to joining the approved carer household.

### Resources

#### *Child Safety Practice Manual (CSPM)*

- ⇒ CSPM Procedure – [Provide and Review Care](#)
- ⇒ CSPM – [Provide and review care Resources](#)
  - [Charter of Rights for a child](#)
  - [Kid's Rights \(Handout\)](#)
  - [Home safety checklist](#)
- ⇒ Guidelines
  - [Kinship Carer Initial Assessment Report Guidelines](#)
  - [Kinship Care Renewal Assessment Report Guidelines](#)
  - [Guidelines for completing an assessment report: Initial approval only](#) – Guidelines
  - [Guidelines for completing an assessment report: Renewal approval only](#) – Guidelines
  - [Adult Household Member Guidelines](#) – *Child Safety only*
- ⇒ Fact/Information Sheets:
  - [Standards of Care](#) (handout)
  - [Information sheet for carers and staff members](#) – About the standards of care (handout)
  - [Confidentiality and privacy information](#) for private contractors and panel participants
  - [Duty of disclosure](#) – a fact sheet for carers
  - Applicants are asked to refer to the [Pool safety standard](#) website to ensure their pool meets the swimming pool safety standards
- ⇒ Practice guides:
  - [The role of a support person](#) (Practice guide)
  - [Participation of children and young people in decision making](#) (Practice guide)
- ⇒ Practice Kits:
  - [Care arrangements](#) – Working with and across difference in care arrangements



*Internet Resources*

- ⇒ Foster and Kinship Care - [Rights and responsibilities](#)
- ⇒ Foster and Kinship Care – [Regulation of care](#)
- ⇒ Foster and Kinship Care – [Resources and publications](#)
- ⇒ Queensland Government – [Information for existing foster and kinship carers](#)



## Interstate Carer Assessment Information

### Initial Kinship Carer

Refer to the CSPM Procedure → Provide and review care → [Arrange the assessment of interstate carer applicants](#)

#### Forms

- ⇒ [Request for interstate assessment](#) – initial kinship carer
- ⇒ [Application for Initial Approval – Form 3A](#)
- ⇒ [Kinship Carer Initial Assessment Report](#)
- ⇒ [Carer applicant health and wellbeing questionnaire](#)
- ⇒ [Household safety study](#)
- ⇒ [Change in carer circumstances form](#) (where required)
- ⇒ [Consent to discuss information](#) – Blue Card Services
- ⇒ [New adult householder member form](#) (where required)



#### Blue Cards

- ⇒ A blue card or exemption card is a requirement to be a foster or kinship carer. If the foster or kinship carer applicant does not already hold a valid blue card or exemption card they will be responsible for applying for either of these cards through [Blue Card Services](#). Refer to the CSPM – [Provide and review care](#) for more information to assist a foster or kinship carer applicant to apply for a blue card or exemption card.
- ⇒ All prospective adult household members are required to hold a valid blue card or exemption card *prior* to joining the approved carer household.

#### Resources

##### *Child Safety Practice Manual (CSPM)*

- ⇒ CSPM Procedures – [Provide and review care and Engage with other jurisdiction](#)
- ⇒ CSPM – [Provide and review care Resources](#)
  - [Charter of Rights for a child](#)
  - [Kid's Rights \(Handout\)](#)
  - [Home Safety Checklist](#)
- ⇒ Guidelines
  - [Kinship Carer Initial Assessment Report Guidelines](#)
  - [Adult Household Member Guidelines](#) – *Child Safety only*
- ⇒ Fact/Information Sheets:
  - [Standards of care](#) (handout)
  - [Information sheet for carers and staff members](#) – About the Standards of Care (handout)
  - [Confidentiality and privacy information](#) for private contractors and panel participants
  - [Duty of Disclosure](#) – a fact sheet for carers
  - Applicants are asked to refer to the [Pool safety standard](#) website to ensure their pool meets the swimming pool safety standards
- ⇒ Practice guides:
  - [The role of a support person](#) (Practice guide)
  - [Participation of children and young people in decision making](#) (Practice guide)
- ⇒ [Interstate child protection protocol \(Manual\)](#) – *Child Safety only*
- ⇒ [Interstate child protection protocol operating procedures \(Manual\)](#) – *Child Safety only*

##### *Internet Resources*

- ⇒ Foster and Kinship Care - [Rights and responsibilities](#)
- ⇒ Foster and Kinship Care – [Regulation of Care](#)
- ⇒ Foster and Kinship Care – [Resources and Publications](#)
- ⇒ Queensland Government – [Information for existing foster and kinship carers](#)