

Child Safety POLICY

Title: Case planning

Policy No: 263-9

Policy Statement:

The Department of Child Safety, Seniors and Disability Services (Child Safety) has a legislative responsibility to ensure that a case plan is developed, and regularly reviewed, for each child who has been determined to be in need of protection and ongoing statutory intervention under the *Child Protection Act 1999* (the Act), with the exception of children subject to permanent care orders.

A case plan is a written plan for meeting the child's protection and care needs. Case planning is a participative process that includes planning for and convening a family group meeting and developing a case plan with appropriate goals and outcomes to meet the child's safety, belonging and wellbeing needs.

Child Safety also has a legislative responsibility to ensure children and young people are provided with meaningful and ongoing opportunities to participate whenever a power is exercised, or a decision is made under the Act that affects, or may affect, them (section 5E of the Act). Child Safety will uphold a child's right to participate in case planning, having regard to the child's age and ability to understand. If a child decides not to participate or is unable to participate, Child Safety will make a genuine attempt to obtain the child's views about matters in the case plan in another way that is appropriate for the child (section 5E(4) of the Act).

The safe care and connection of Aboriginal and Torres Strait Islander children with family, community, culture and country will be a key consideration in decision-making by Child Safety staff.


For Aboriginal and Torres Strait Islander children, family group meetings will be family-led processes as far as possible. This may involve an Aboriginal or Torres Strait Islander service funded to provide private convenor services, (such as the Family Participation Program), facilitating the decision-making process.

Child Safety is committed to respecting, protecting and promoting human rights. The *Human Rights Act 2019*, requires Child Safety to act and make decisions in a way that is compatible with human rights and, when making a decision, to give proper consideration to human rights.

Principles:

- The safety, wellbeing and best interests of the child, both throughout childhood and the rest of the child's life, are paramount.
- The preferred way of ensuring a child's wellbeing is through the support of the child's family.



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- The child, the child's family, other appropriate members of the child's family group and other appropriate persons are encouraged to participate in the development of a case plan.
 - Case plans are based on the assessed needs and strengths of a child and their family and involves a cycle of ongoing assessment, planning, implementation and review.
 - Case plans must give priority to the child's needs for long-term stable care and continuity of relationships.
 - Case planning will include concurrent planning for permanency options within legislated timeframes.
 - Child Safety staff will act and make decisions in a way that is compatible with human rights and obligations under the *Human Rights Act 2019*.
 - Case planning must take into account the child's right to maintain family and social contacts and their ethnic and cultural identity.
 - Active efforts must be made to apply the Aboriginal and Torres Strait Islander Child Placement Principle (section 5C of the Act) when making a significant decision about an Aboriginal and Torres Strait Islander child.
 - Children and young people have a right to receive information about, and to be consulted and take part in, decisions that affect or may affect their lives, now or in the future.
 - If a child or young person is able to form and express views about their care, these will be considered in the case plan. Where required, additional communication or other support will be provided to enable the child or young person to express their views and wishes.
 - Children in care must regularly be provided with information about the charter or rights and its affect and Child Safety's obligations in relation to the charter.

Objectives:

This policy aims to ensure that Child Safety staff develop and review case plans in accordance with the requirements outlined in the Act.

Scope:

This policy refers to case planning that Child Safety is to undertake for children deemed to be in need of protection, and children deemed to require ongoing assistance, under section 51C of the Act.

A case plan must be developed for all children subject to intervention with parental agreement or a child protection order, including interim orders.

For children subject to permanent care orders, case plans are not reviewed unless requested by the permanent guardian or the child, and Child Safety decides to review the plan.

Roles and Responsibilities:

The roles and responsibilities of Child Safety staff in relation to case planning are outlined in the Child Safety Practice Manual, Support a child in care, and associated resources.



Authority:

Child Protection Act 1999, sections 51A-Y.

Delegations:

Refer to instruments of delegation for delegations relevant to case planning decisions.
Refer to Child Safety’s Financial delegation framework and associated financial delegations schedule, relevant to case planning.



Records File No.: Not applicable

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Date to be reviewed: 5 July 2026

Office: Office of the Chief Practitioner

Help Contact: Child Protection Practice

Links:

Procedures

Child Safety Practice Manual

Related Legislation

Human Rights Act 2019

Queensland Civil and Administrative Tribunal Act 2009

Related Policies

Care agreements (415)

Child Related Costs (645)

Decisions about Aboriginal and Torres Strait Islander children (641)

Information sharing for service delivery coordination (403)

Intervention with parental agreement (343)

Participation by children and young people in decision-making (369)

Permanency planning (594)

Placement of children in care (578)

Suspected Child Abuse and Neglect (SCAN) System (405)

Structured Decision Making (407)


Supporting children in the care of long-term guardians (607)

Forms

Case Plan

Record of Family Group Meeting

Review Form



Letter re: Decision not to review the case plan

Rescinded Policies

263-8 Case planning

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