

Application for approval – Form 3 APA Guide to completion

The APA (Form 3) – Application for Approval is divided into 4 parts – Part A, Part B, Part C and Part D. Parts **A** and **B** are only used when applicant/s are seeking **Initial Approval** and Parts **C** and **D** are only used when carer/s are seeking **Renewal of Approval**. This means that an applicant will only ever complete Part A (for initial approval) or Part C (renewal of approval). Parts B (for initial approval) or Part D (renewal of approval) will be completed by Child Safety officers only. Please use black ink and write clearly when completing the form.

Initial Approval

For applicant/s seeking initial approval as a Foster or Kinship Carer including provisional approval:

- Part A ONLY is completed by the applicant/s
- Part B ONLY is completed by a Child Safety staff member.

Both Parts A and B are then saved into iDocs, ensuring you copy and paste the hyperlinks to the documents in ICMS using the ICMS / iDocs hyperlink functionality, Central Screening Unit (CSU) is **immediately** emailed with a request to commence personal history checks.

NOTE:

- *It is essential that all parts of the form are completed to avoid unnecessary delays in the processing of the application for approval. Where information is incomplete or missing, CSU will inform the CSSC and request the information is supplied. This contributes to significant delays in the processing of the application for approval and inconveniences both Child Safety and the applicant.*
- *If the applicant already holds a valid Blue Card check the expiry date of the card. If the card is close to expiring advise the carer applicant that they should look to submit an online renewal application via the online application portal prior to their current card expiring to ensure their blue card or exemption card remains current.*

Renewal of Approval

For carer/s seeking renewal of approval as a Foster or Kinship Carer:

- Part C ONLY is completed by the carer/s
- Part D ONLY is completed by a Child Safety officer.

Parts C and D are then attached to ICMS and the CSU **immediately** emailed with a request to commence personal history checks.

Part A – Initial Application for Approval – Applicant to Complete

Q 1 *Personal details.*

If the applicant has the title ‘Mrs.’ – she must either list a ‘maiden name’ or indicate that she has kept her maiden name. Otherwise the applicant will have to be contacted to find out this information.

A person’s middle name is an important identification factor. If a person does not have a middle name they must put N/A in this field. Otherwise the applicant will have to be contacted to find out this information.

Q 3 - *Have you ever been known by any other names*

The form provides room for one ‘other name’ only. ALL previous names need to be provided no matter how many. A search for histories is conducted under every name a person has been known by. The Queensland Police Service database does not automatically link aliases but rather lists histories under each individual name.

Applicants should use multiple ‘page 2s’ or provide their other names on a separate piece of paper.

Q 7 - *Previous addresses*

The policy requires stays of six months or longer at an interstate or overseas address before a check is conducted in respect of that address. Addresses older than five years are not considered.

There is a limit of two previous addresses provided for on the form. Applicants with more than two previous addresses in the last five years should use multiple ‘page 3s’ or provide their other addresses on a separate piece of paper.

Q 11 - *Self disclosure by applicant/s*

The response to the question – ‘*If approval was previously granted, why did you cease to be a carer?*’ enables the identification of circumstances where a carer has had their approval cancelled particularly where the carer has moved from interstate.

The phrases ‘criminal history information’ and ‘traffic history information’ include ALL known information on their personal history. Criminal history checks include all charges and convictions (including ‘spent convictions’)

P 10 Household Members Page

Who is a 'household member?'

In circumstances where there are more than two household members, additional page 9s must be completed.

Each household member must complete this section including the applicant's own children. The applicant's biological or step children and any child who is in the long term or permanent guardianship of the carer should be recorded as a household member. Children currently placed with the carer subject to **other child protection orders** are **not** listed on the APA as the applicant is not the legal parent of these children. Child protection checks are therefore **not** conducted on these children by the CSU.

It is important that all the relevant relationships between applicant 1 and applicant 2 are listed in the appropriate boxes. Some relationships exempt the person from the screening process. For example – if a child is placed into a carer household, and the child's parent is also living in household, the parent is not screened and nor does he or she require a Blue Card.

Information required to be provided to Adult Household Members

Adult household members aged 18 years and over are required to give signed consent to the undertaking of personal history checks. Adult household members of a **foster or kinship carer applicant** will need to be advised that child protection history checks will be conducted on all adult members of the household as well as traffic and domestic violence history checks.

Where an applicant is provisionally approved, adult household members will be advised that criminal history checks will be conducted by Child Safety in addition to child protection history checks, domestic violence and traffic history checks. Criminal history checks include all charges and convictions (including 'spent convictions').

New Zealand criminal and child protection history checks will be conducted if the adult household member has lived overseas for more than six months in the last five years.

Household Members aged under 18 years

Household members aged under 18 years are not required to undergo criminal or domestic violence checks. Child Protection checks will be undertaken to assist in the determination of suitability of the applicants.

Verification of Household Members Identity

Household members are not required to verify identity through the APA. Adult household members require a current Blue Card or Exemption Card. Where an adult household member does not hold a Blue Card or Exemption Card, identity will be verified as part of the Blue Card/Exemption Card application.

Recent previous address

The form has space only to provide two previous addresses. Household Members with more than two previous addresses in the last five years should use multiple 'page 9s' or provide their other addresses on a separate piece of paper.

Where an adult household member has lived in New Zealand or interstate for more than six months in the past five years, New Zealand and interstate criminal history and child protection history checks will be undertaken.

The policy requires stays of six months or longer at an interstate or New Zealand address before a check is conducted in respect of that address. Where the address history interstate or in New Zealand is longer than 5 years, this will not be considered.

Do you have a current Blue Card or Exemption Card?

Where an adult household member identifies that they do not hold a blue card or exemption card by ticking the 'no' box, advise them that they will need to begin the process to apply for a blue card or exemption card by verifying their identity through Department of Transport and Main Roads (TMR) to obtain an account number which will need to be included in the APA for linking to Child Safety.

Privacy notice and consents

The privacy notice must be explained to and understood by the applicant and any household members.

Ascertain that the applicants and household members understand the privacy notice and consent, then sign and date in the relevant sections, to indicate that you have provided this information and they understand.

Request the applicant/s and any household members also sign and date that they have read and understood the privacy notice and consents in the 'Applicant or household member consent' section.

Part B – Initial Application for Approval – CSSC to complete - p13 and 14.

Suitability Outcome to be sent to

The CSU will attach all relevant information about the outcome of the applicant's suitability in the applicant's 'EOI/Application' and record personal history checks and blue card details in ICMS. The nominated person will need to obtain the suitability outcome from the applicant's 'EOI/Application' in ICMS.

Foster and Kinship Care Service

Please include the name and location of the Foster and Kinship Care Service eg Pathways Bundaberg. It is not sufficient to include just the name of a service as some services operate in more than one location in Queensland.

Subject children

Please list all the children related to the kinship carer application.

Verification of Identity:

(a) Applicant/s does NOT have a Blue Card or Exemption Card

Where an applicant identifies that they do not hold a blue card or exemption card, advise them that they will need to begin the process to apply for a blue card or exemption card by verifying their identity through TMR to obtain an account number which will need to be included in the APA for linking to Child Safety.

(b) Applicant/s already has a Blue Card or Exemption Card

Where an applicant already holds a current blue card or exemption card, the applicant/s is required to verify identity as part of the application process. The applicant must produce their current blue card or exemption card issued by Blue Card Services and one other form of identification.

Examples of other forms of identification are listed on the verification of identity page. Tick the appropriate box.

The 'Blue Card expiry date' must be entered.

When a traffic history check is conducted, Queensland Transport uses the driver's licence number as its primary identification field. If a driver's licence is used as a source of identification, the number must be provided, along with the state the licence was issued.

A photocopy of the Blue Card or Exemption Card and the other form of identification are required to be signed by a Child Safety Officer or foster and kinship care service and ATTACHED to the 'EOI/Application' in ICMS, along with Application for approval – Form 3 APA. Tick the box on p13 when the required documentation is attached.

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Part C – Application for Renewal of Approval – Applicant to complete

The carer completes pages 15-18 inclusive. Household Members are required to complete p 21- 23.

Ensure that the privacy notice and consents are signed and dated by all parties as per Part A above.

Part D – Application for Renewal of Approval – CSSC to complete

A Child Safety officer completes page 24 only and ensures all documentation is attached into iDocs, ensuring you copy and paste the hyperlinks to the documents in ICMS using the ICMS / iDocs hyperlink functionality and immediately emails the CSU to advise that the renewal is ready for processing.

The guidelines for completion of Part C are the same as for Part A (Initial approval completed by applicants).

The expiry date of the carer's certificate of approval must be entered into the appropriate box.