**Privacy Notice and Disclosure Statement**

The Department of Children, Youth Justice and Multicultural Affairs (Child Safety) is collecting the personal information on this form for the purpose of assessing the carer applicant/s for consideration to become approved foster carers. The collection of this information is authorised by the *Child Protection Act 1999* and the Child Protection Regulation 2011. Your personal information will be treated in accordance with the *Information Privacy Act 2009*.

Under the *Children’s Court Rules 2016* and the *Director of Child Protection Litigation Act 2016*, the department is required to provide relevant information to the Director of Child Protection Litigation (DCPL) in relation to child protection proceedings, and the DCPL has a duty to disclose documents relevant to the proceeding to each other party. Therefore, any information provided to the department that may be relevant to current or future court proceedings may be provided to the parties, including the parents.  This may include applications for future child protection orders for children already in your care as an approved foster or kinship carer, such as long-term Child Protection Orders.

A copy of the completed report will be provided to the carer applicant/s prior to finalising the approval process and information will be provided to the foster and kinship care service.

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| **Assessment Details** | | | | |
| Applicant 1 Name |  | Date of Birth |  | |
| Applicant 2 Name |  | Date of Birth |  | |
| Date of Application |  | ICMS ID Number |  | |
| Expiry Date of Application | Enter date | Was an extension granted? | Yes | No |

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| **Child Safety Service Centre / Foster and Kinship Care Service Details** | | | | |
| Child Safety Service Centre | |  | | |
| Foster and Kinship Care Service  *(if applicable)* | |  | | |
| External assessor’s business name and contact details *(if applicable)* | |  | | |
| Report compiled by |  | | Departmental / Agency position |  |
| Signature |  | | Date | Enter date |

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| **Sources of Information** | | |
| ***Mandatory Information:*** | | |
|  | Training Outcomes | |
|  | Interview with applicant/s | |
|  | Interview with household members | |
|  | Carer Applicant Health and Wellbeing Questionnaire | |
|  | Household Safety Study | |
| ***Additional sources of information (discretionary):*** | | |
|  | GP Medical check |  |
|  | Referee reports |  |
|  | Other (please specify) |  |

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| 1. **Demographics** | |
| **1.1 Residential Address** | |
| Applicant 1 |  |
| Applicant 2 |  |

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| **1.2 Personal details and household members** | | |
| Have the applicant/s personal details or household member/s details changed since the APA Initial was lodged? | Yes | No |
| If yes, outline details of any change | | |
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| **1.3 Family Genogram** |
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| 1. **Employment** | | | | |
|  | **Applicant 1** | | **Applicant 2** | |
| Employment Status | Full-time  Part-time  Casual  N/A | | Full-time  Part-time  Casual  N/A | |
| Current Employer |  | |  | |
| Employed since |  | |  | |
| Occupation |  | |  | |
| Hours of work |  | |  | |
| Pension details |  | |  | |
| Outline previous employment details for the past 5 years, where current employment is less than 5 years.  *(include employer, employment status and length of employment)* | |  | |  |

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| 1. **Assessment Interviews** | |
| **Applicant 1 - Interviews** | |
| Date | Duration |
| Enter date |  |
| Comments | |
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| **Applicant 2 - Interviews** | |
| Date | Duration |
| Enter date |  |
| Comments | |
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| **Other interview participants**  Please provide information relating to interviews conducted with other individuals. Such as other household members and applicant’s children. Include the rationale as to why the other individuals were interviewed. Where there are more than 4 other interview participants (in addition to the applicants) please complete and attached another page. | |
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| Name |  |
| Relationship to applicant |  |
| Interview date | Enter date |
| Duration |  |
| Comments | |
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| Name |  |
| Relationship to applicant |  |
| Interview date | Enter date |
| Duration |  |
| Comments | |
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| Relationship to applicant |  |
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| Name |  |
| Relationship to applicant |  |
| Interview date | Enter date |
| Duration |  |
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| 1. **Training** | | | | | |
| **Applicant 1** | | | **Applicant 2** | | |
| Has the carer completed required Getting ready to start training modules? | | | Has the carer completed required Getting ready to start training modules? | | |
| 1. Context of foster care | Yes | No | 1. Context of foster care | Yes | No |
| 1. Understanding the past for a child or young person | Yes | No | 1. Understanding the past for a child or young person | Yes | No |
| 1. Early days in care arrangement | Yes | No | 1. Early days in care arrangement | Yes | No |
| 1. Quality Care – working together | Yes | No | 1. Quality Care – working together | Yes | No |
| Has the applicant met required competency in the Foster Carer Training Modules? | Yes | No | Has the applicant met required competency in the Foster Carer Training Modules? | Yes | No |
| Additional comments regarding training | | | | | |
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| 1. **Assessment Domains**   The information presented in this section should be a summary of your assessment based on all information gathered and should be no brief (no more than a few paragraphs per topic). All reports and interview questionnaires should be placed on the hard copy of the applicants file. For more detail as the information to be included under each of the domain headings below, see [*Guidelines to completing assessment – Initial approval only*](https://www.cyjma.qld.gov.au/resources/dcsyw/foster-kinship-care/applicant-assess-rec-initial-guide.pdf)  Where there are two applicants, information on both applicants should be provided under each domain heading. |
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| **5.1 Motivation to foster** |
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| **5.2 Household members** |
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| * 1. **Personal background** * Childhood experiences * Significant life events experiences |
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| * 1. **Social Assessment** * Family structure * Social support * Time available to provide the level of care required * Financial support / stability |
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| **5.5 Relationships**   * Present spousal relationship * Significant past relationships * Parental relationships with children (including adult children not living in the household) |
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| **5.6 Health and Wellbeing**   * Health concerns * Immunisations |
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| **5.7 Stress Management** |
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| **5.8 Capacity to provide quality care**   * Parenting style * Providing care to children and young people in care * Developing and/or maintaining a positive sense of identity in a child or young person * Cultural awareness * Household safety * Immunisation (if anti-immunisation, are the carers willing and able to take children placed in their care for scheduled immunisations). |
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| **5.9 Ability to work as part of a team** |
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| **5.10 Were referee checks requested?** *(If yes, provide responses below)* | **Yes** | **No** |
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| **5.11 Was a GP medical check requested?** *(If yes, provide outcome details below)* | **Yes** | **No** |
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| **5.12 Other relevant issues**  *(please provide details of any relevant issues that may impact of the carer/s ability to provide care)* |
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| 1. **Rationale for Recommendations**   Reflecting on the Statement of Standards (below), summarise the information gathered during the assessment process, to validate your recommendation. This includes highlighting the strengths of the applicant/s that will assist them to meet the standards of care of the challenges that might present concerns. Please provide evidence for conclusions made (e.g. quotes, observations, corroborations or relevant research).  **Statement of Standards** (Section 122 of *Child Protection Act 1999*)   1. The chief executive must take reasonable steps to ensure a child who, for the purposes of this Act, is placed in the care of an approved foster carer, licensed care service or departmental care service, is cared for in a way that meets the following standards (the “statement of standards”)    1. The child’s dignity and rights will be respected at all times;    2. The child’s needs for physical care will be met, including adequate food, clothing and shelter;    3. The child will receive emotional care that allows him or her to experience being cared about and valued and that contributes to the child’s positive self-regard;    4. The child’s needs relating to his or her culture and ethnic grouping will be met;    5. The child’s material needs relating to his or her schooling, physical and mental stimulation, recreation and general living will be met;    6. The child will receive education, training or employment opportunities relevant to the child’s age and ability;    7. The child will receive positive guidance when necessary to help him or her to change inappropriate behaviour;    8. The child will receive dental, medical and therapeutic services necessary to meet his or her needs;    9. The child will be given the opportunity to participate in positive social and recreational activities appropriate to his or her developmental level and age;    10. The child will be encouraged to maintain family and other significant personal relationships;    11. If the child has a disability – the child will receive care and help appropriate to the child’s special needs. 2. For subsection (1)(g), techniques for managing the child’s behaviour must not include corporal punishment or punishment that humiliates, frightens or threatens the child in a way that is likely to cause emotional harm. 3. For subsection (1)(j) , if the chief executive has custody or guardianship of the child, the child’s carer must act in accordance with the chief executive’s reasonable directions. 4. The application of the standards to the child’s care much take into account what is reasonable having regard to –    1. the length of time the child is in the care of the carer or the care service; and    2. child’s age and development |

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| **6.1 Rationale for recommendations** |
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| 1. **Legislative Requirements** | | | | |
| **Legislative requirements for approval**  Are you satisfied that, in accordance with section 135 of the *Child Protection Act 1999* and section 9 of the *Child Protection Regulation 2011*, that the applicant:   1. Is a suitable person to be approved as a foster carer, and all members of the applicants household are suitable persons to associate on a daily basis with children; and 2. The applicant and each adult member of the applicants household have a current positive prescribed notice; and 3. Is able to meet the standards of care in the Statement of Standards; and 4. Is able to help in appropriate ways towards achieving plans for the child’s protection; and 5. Does not pose a risk to the child’s safety; and 6. Is able and willing to protect a child from harm; and 7. Understands, and is committed to, the principles for administering the Act; and 8. Has completed any training reasonably required by the Chief Executive to ensure the person is able to properly provide the care. | | | | |
|  | Yes |  | No |  |
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| 1. **Policy Requirements** | | | | |
| Are you satisfied that the applicant/s has met the following criteria for suitability / approval?   1. Ability to identify personal experiences, background, current family dynamics and lifestyle and reflect on how these are relevant to caring for a child in care. 2. Ability to provide a safe and stable living environment that is free from harm or risk of harm. 3. Ability to provide a nurturing environment that contributes to a child’s positive self-regard. 4. Ability to work as part of a team that includes the child, their family, the department and other relevant service providers. | | | | |
|  | Yes |  | No |  |
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| 1. **Recommendation** | | | | | |
| **APPROVAL RECOMMENDED** | |  | **APPROVAL NOT RECOMMENDED** | |  |
| If approval **is** recommended, is the approval subject to any reasonable conditions? | Yes | No | If approval **is not** recommended, are there steps that could be taken to address concerns? | Yes | No |
| If yes, outline the recommended conditions | | | If yes, what steps would need to be taken to address concerns? | | |
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| 1. **Foster and Kinship Care Manager - Endorsement of Assessment** *(if applicable)* | | | | | | | | |
| Has this assessment been completed by a Foster and Kinship Care agency or outsourced to an external assessor by a Foster and Kinship Care agency for completion? | | | | | Yes | | No | |
| *If yes*, the Foster and Kinship Care Manager is required to provide their endorsement and recommendation for this assessment to progress to the required Child Safety Service Centre (CSSC) Manager for approval: | | | | | | | | |
| Has the Foster and Kinship care manager read, and quality assured this assessment? | | | | Yes | | No | |  |
| Is the Foster and Kinship care manager supportive of this assessment being sent through to the CSSC Manager for approval? | | | | Yes | | No | |  |
| Manager Name |  | |  | | | | | |
| Date endorsed | Enter date |  | | | | | | |
| 1. **Care Arrangement Considerations** | | | | | | | | |
| Detail the applicant’s views on the care arrangement types that they believe would best match their strengths. | | | | | | | | |
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| Recommendations regarding appropriate care arrangements during the next approval period. | | | | | | | | |
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| Recommendations for meeting the applicant’s support and development needs during the next approval period. | | | | | | | | |
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| 1. **Applicant Signature and Comments** | | | | | |
| A copy of the *Foster Carer Applicant Assessment and Recommendation Form – Initial Approval Only* has been provided to the applicant/s. | | | | Yes | No |
| The applicant/s has read the assessment and recommendation and has had the opportunity to make additional comments below. | | | | | |
| **Applicant 1** | I have read and understood the privacy notice and confirm that the information is correct. | **Applicant 2** | I have read and understood the privacy notice and confirm that the information is correct. | | |
| Signature |  | Signature |  | | |
| Name |  | Name |  | | |
| Date | Enter date | Date | Enter date | | |
| Additional comments by applicant | | Additional comments by applicant | | | |
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