

NSW Carers Register

Office of the Children's Guardian

Presentation to carers

- This presentation is a guide to assist designated agencies to provide consistent information to authorised carers, carer applicants and their households about the Carers Register.
- It outlines the roles and responsibilities of the Office of the Children’s Guardian, designated agencies, authorised carers, carer applicants and their household members.

This presentation should be provided in conjunction with:

- Carers Register fact sheets and checklists (www.ocg.nsw.gov.au)
- Designated agency’s own policies and procedures

NSW Office of the Children's Guardian

The OCG is an independent, statutory authority which;

- Promotes the best interests of children and young people in out-of-home care (OOHC)
- Ensures children's rights are safeguarded and promoted
- Monitors and accredits agencies to provide statutory OOHC in NSW
- Accredits non-government adoption service providers in NSW
- Registers and monitors specialised substitute residential care in NSW
- Administers the Working With Children Check (WWCC)
- Regulates employment of children in certain areas
- Encourages organisations to become child safe
- Administers the NSW Child Sex Offender Counsellors Accreditation Scheme
- Administers the Carers Register

Out-of-home care

- Foster, relative and kinship carers are vital to the out-of-home care system. They give vulnerable children and young people a home when their birth family can no longer properly care for them. There can be no more important role in our society than raising a child in a safe and caring environment.
- The designated agencies that supervise out-of-home care have an equally great responsibility in ensuring that carers are suitable to care for some of the most vulnerable children in New South Wales. Members of carer households must also be suitable.

The NSW Carers Register



- The OCG has developed and manages the centralised Carers Register of persons who are authorised, or who apply for authorisation (and their household members), to provide statutory or supported out-of-home care in NSW.
- The Carers Register was developed to ensure the consistent transfer and sharing of relevant information about carer's history between designated agencies. This is particularly important as DCJ transfers children from their care to the non-government sector.

Carers Register consultation and development



- The Carer Register Interagency Working Group, with representatives from the Office of the Children's Guardian, Department of Family and Community Services (now DCJ), non-government sector, the Ombudsman's Office, the Office of the Privacy Commissioner and carer organisations provided valuable advice to inform the development of the Register.
- Significant consultation has been undertaken with key stakeholders in the OOHC sector to ensure that the system is designed and implemented with the sector's needs in mind.
- The carer authorisation minimum probity checks were informed by the inter-agency Carer Screening (Probity) Roundtable, which was convened by the Ombudsman's office in 2011.

Aims of the Carers Register



- To promote the safety, welfare and wellbeing of children and young people in statutory or supported out-of-home care by supporting the appropriate authorisation of carers.
- To improve the appropriate authorisation of carers in NSW.
- To provide a centralised resource that all designated agencies must use to share relevant information about authorised carers, carer applicants and their household members.
- To ensure that an individual with an association with one designated agency will not be able to present at another designated agency without the two agencies discussing the person's suitability as a carer or carer household member.

The role of the OCG



The OCG is responsible for the establishment and administration of the Carers Register as per the *Children's Guardian Act 2019*. The Carers Register is a licencing system for authorising carers and persons who apply for authorisation (and their household members), to provide statutory or supported out-of-home care in NSW, under the *Children and Young Persons (Care and Protection) Act 1998* and the *Children and Young Persons (Care and Protection) Regulation 2012*.

The role of designated agencies

- A designated agency is an agency that has been accredited by the OCG to provide statutory OOHC in NSW.
- Designated agencies have a number of responsibilities, including the assessment and authorisation of carers and the assessment of the suitability of their household members.
- Designated agencies are responsible for entering and maintaining data on the Carers Register from the time an individual formally applies to be a carer.

The Carers Register will

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- operate as a restricted access site, subject to strict privacy controls
 - reduce the risk of inappropriate authorisation of carers
 - record essential information only
 - require agencies to certify that carers and relevant household members, have undergone minimum probity and suitability checks
 - act as a licensing tool – it will issue an individual with a carer authorisation number, without which a person will not be able to provide care to a child or young person in out-of-home care
 - support interagency collaboration and exchange of information
 - alert agencies to potential concerns
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The Carers Register will not

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- record details of children and young people in care, however if a young person continues to reside in a carer's home after they turn 18, they will be considered a household member
 - support placement matching
 - replace designated agencies' more detailed processes and systems for assessment and authorisation of carers and their households
 - contain detailed records - The Carers Register will not hold the details of each probity and suitability check, only the outcome (e.g. satisfactory or unsatisfactory)

Information required

- The Carers Register will hold essential information set by legislation about authorised carers, carers applicants and all household members.
- Carers (and their household members) who are authorised prior to legislative changes will be recorded through a process called ‘back capture’.
- Authorised carers and carer applicants are required to advise the designated agency of any changes about themselves or their household. The designated agency must update the Carers Register when changes occur.
- For data requirements refer to ‘Carers Register Fact Sheet 3’ www.ocg.nsw.gov.au

Recording information

- Designated agencies are required to inform authorised carers and carer applicants (and their household members) that by law, their information must be entered into the Carers Register.
- Consent is not required from authorised carers and their household members for their information to be entered into the Carers Register, but designated agencies must inform them of what information will be recorded.
- By completing an application for authorisation, applicants and their household members are agreeing for their information to be recorded on the Carers Register.
- Please refer to 'Carers Register Fact Sheet 2 www.ocg.nsw.gov.au

Back capture – data requirements

Carers who are already authorised Carers (and their household members) who have been authorised by a designated agency to provide statutory or supported OOHC in NSW prior to the legislative changes.

Household	Data requirements
Household Address	Household Address
Authorised carers	Data requirements
Carer authorisation date	DD/MM/YYYY
Authorised for	Statutory Foster Care/Other Care
Carer Authorisation No: generated by the Carers Register	CRCBXXXXXXXX
Title, Gender, First Name, Middle Name, Last Name	Title, Gender, First Name, Middle Name, Last Name
Other names	Other names
Date of Birth	DD/MM/YYYY
Identifies as Aboriginal and/or Torres Strait Islander	<ul style="list-style-type: none"> • Yes (Aboriginal/Torres Strait Islander/Both) • No • Unknown
Working With Children Check	<ul style="list-style-type: none"> • Application or Clearance number • Expiry date • Status (Cleared or Application in progress)
Household member	Data requirements
Title, Gender, First Name, Middle Name, Last Name	Title, Gender, First Name, Middle Name, Last Name
Other names	Other names
Date of Birth	DD/MM/YYYY
Identifies as Aboriginal and/or Torres Strait Islander	<ul style="list-style-type: none"> • Yes (Aboriginal/Torres Strait Islander/Both) • No • Unknown
Working With Children Check	<ul style="list-style-type: none"> • Application or Clearance number • Expiry date • Status (Cleared or Application in progress)

Back capture – Summary



Office of the Children's Guardian
Level 13, 418A Elizabeth St
SURRY HILLS NSW 2010

PRINT DATE: 15/05/2014

Household Details	
OOHC household number	CRHB000361
Designated Agency	OCG0009
Responsible Location	OCG-Surry Hills
Designated Agency's Reference	OCG-demonstration
Household Address	1 Pixie Parade FAIRY MEADOW NSW 2519 Australia

Authorised Carer - Ms Fairy Floss	
Carer Authorisation Number	CRCB000179
Carer Authorisation Date	12/05/2010
Authorised For	Statutory Foster Care
Other Names	-
Date of Birth	12/05/1970
Gender	Female
Aboriginal Or Torres Strait Islander	No
Working With Children Check (WWCC)	
Application Number	
Clearance Number	WWC1111111V
Expiry Date	25/05/2017
Status	CLEARED
Designated agency Applicant Reference	

Authorised Carer - Ms Daisy Field	
Carer Authorisation Number	CRCB000180
Carer Authorisation Date	23/05/1990
Authorised For	Statutory Foster Care
Other Names	Clover Field
Date of Birth	20/02/1980
Gender	Female
Aboriginal Or Torres Strait Islander	No
Working With Children Check (WWCC)	
Application Number	
Clearance Number	WWC1234567V
Expiry Date	15/04/2020
Status	CLEARED

Designated agency Applicant Reference	
Household Member - Ms China Bell	
Other Names	-
Date of Birth	18/05/1996
Gender	Female
Aboriginal Or Torres Strait Islander	N
Working With Children Check (WWCC)	
Application Number	
Clearance Number	WWC1111111V
Expiry Date	10/05/2018
Status	CLEARED

Designated agencies will be able to provide a copy of the 'Back Capture Summary' for carers who are already authorised.

Carer Applicant – data requirements

A carer applicant is someone who has applied to a designated agency to become an authorised carer.

Household	Data requirements
Household address	Household address
Home inspection	Satisfactory/Unsatisfactory and date completed
Carer applicant	Data requirements
Title, gender, first name, middle name, last name	Title, gender, first name, middle name, last name
Other names	Other names
Date of birth	DD/MM/YYYY
Identifies as Aboriginal and/or Torres Strait Islander	<ul style="list-style-type: none"> • Yes (Aboriginal/Torres Strait Islander/Both) • No • Unknown
Working With Children Check (WWCC)	<ul style="list-style-type: none"> • Application or clearance number • Expiry date • Status (Cleared or application in progress)
Has the applicant been a carer interstate?	Yes/No
Authorise this applicant for	Statutory foster care/Other care
WWCC requirements met	Satisfactory/Unsatisfactory and date completed
Identification check	Satisfactory/Unsatisfactory and date completed
National Police Check (NPC)	Satisfactory/Unsatisfactory and date completed
Community Services Check	Satisfactory/Unsatisfactory and date completed
Other designated agency check	Satisfactory/Unsatisfactory and date completed
Health check	Satisfactory/Unsatisfactory and date completed
Two referees check	Satisfactory/Unsatisfactory and date completed
Code of conduct sighted and signed	Satisfactory/Unsatisfactory and date completed
Pre-authorisation training conducted	Satisfactory/Unsatisfactory and date completed
Carer capability and suitability assessed	Satisfactory/Unsatisfactory and date completed
Applicant^o decision	Approved^o/Refused^o/Withdrawn^o

Household members (of carer applicants) – data requirements

A household member is any person who regularly resides in an authorised carer or carer applicant’s home, and visitors who stay at the home for three weeks or more. It is possible for a person to reside at more than one home.

Household member	Data requirements
Title, gender, first name, middle name, last name	Title, gender, first name, middle name, last name
Other names	Other names
Date of birth	DD/MM/YYYY
Identifies as Aboriginal and/or Torres Strait Islander?	<ul style="list-style-type: none"> • Yes (Aboriginal/Torres Strait Islander/Both) • No • Unknown
Working With Children Check (WWCC) (adult household members only)	<ul style="list-style-type: none"> • Application or clearance number • Expiry date • Status (cleared or application in progress)
Identification check (16 years and over)	Yes/No
National Police Check (NPC) (16 years and over)	Yes/No
Community Services Check (16 years and over)	Yes/No

Application Summary



Office of the Children's Guardian
Level 13, 418A Elizabeth St
SURRY HILLS NSW 2010

PRINT DATE: 29/07/2014

Application Details	
Designated Agency	OCG0009
Responsible Location	OCG-Surry Hills
Designated Agency's Application Reference	test/optional
Date Application Lodged	24/07/2014

Household Details	
OOHC household number	CRH0001554
Household Address	2 Pixie Street FAIRY MEADOW NSW 2519 AUSTRALIA
Home Inspection	Satisfactory 24/07/2014

Authorised Carer - Ms Cherry Pop	
Carer Authorisation Number	CRC0001030
Other Names	-
Date of Birth	09/07/1970
Gender	Female
Aboriginal Or Torres Strait Islander	No
Working With Children Check (WWCC)	
Application Number	
Clearance Number	WWC1111111V
Expiry Date	16/07/2020
Status	CLEARED
Community Services Check	
Agency	OCG0009
Date Completed	24/07/2014
Carer Pre-Authorisation Requirements	
Designated agency Applicant Reference	test/optional
Has the applicant been a carer interstate?	N
Authorised For	Statutory Foster Care
100 point identification check	Satisfactory 24/07/2014
WWCC requirements met	Satisfactory 24/07/2014
National Police Check (NPC)	Satisfactory 24/07/2014
Community Services check	Satisfactory 24/07/2014
Other designated agency check	Satisfactory 24/07/2014

Health check	Satisfactory 24/07/2014
Two referees checked	Satisfactory 24/07/2014
Code of Conduct sighted and signed	Satisfactory 24/07/2014
Pre-authorisation training conducted	Satisfactory 24/07/2014
Carer capability and suitability assessed	Satisfactory 24/07/2014
Decision	Approved - first time carer

Household Member - Ms Razzie Pop	
Other Names	-
Date of Birth	06/07/1967
Gender	Female
Aboriginal Or Torres Strait Islander	N
Working With Children Check (WWCC)	
Application Number	
Clearance Number	WWC1111111V
Expiry Date	10/07/2019
Status	CLEARED
Community Services Check	
Agency	OCG0009
Date Completed	24/07/2014

Finalisation Details	
Decision	Approved
Effective Date	29/07/2014
Have you checked each household member's Carers Register history?	Yes
Have you checked each household member aged 16 and above has had any required identification check, National Police Check and Community Services Check?	Yes
Have you checked each household member aged 18 and above has a Working With Children Check clearance or a current application for a clearance and verified that online on the Office of the Children's Guardian's website?	Yes

Designated agencies will be able to provide a copy of the 'Application Summary' to applicants once the application is finalised.

After authorisation – information which may be updated about an individual

Individual = authorised carer, carer applicant or household member

Contents: Individual Management function

1. Change Primary Name
2. Add Other Name
3. Working With Children Check status updates or renewals
4. Community Services Check updates
5. Reportable Allegations
6. Mark as deceased
7. Cancel* Carer Authorisation
8. Surrender[†] Carer Authorisation
9. Suspend[^] Carer Authorisation
10. Lift Suspension on Carer Authorisation
11. Change Authorisation Type

After authorisation – information which may be updated about the household

The household

Contents: Household Management function

1. Add/edit an applicant or authorised carer
2. Remove (end date) an authorised carer
3. Add/Edit a household member
4. Remove (end date) a household member
5. Change household address
6. Cancel a household
7. Suspend a household

Information exchange

- Designated agencies are required by legislation to exchange information with any other designated agency who is known to have had an association with an authorised carer, carer applicant or household member.
- Department of Communities and Justice will also exchange relevant information held about individuals with the designated agency.
- The purpose of exchanging information is to support the appropriate authorisation of carers and their household members.

Who has access to the Carers Register

The Carers Register will operate as a restricted access site.

Who will have access:

- Designated agencies will have access to the information about their own carers or persons who apply to them to be authorised (and their household members)
- NSW Department of Communities and Justice
- Office of the Children's Guardian
- NSW Ombudsman's office, law enforcement and investigative bodies in any jurisdiction, and child protection or OOHC bodies in other jurisdictions that are approved by the Minister
- individuals (authorised carers/carer applicants/household members) have the right to access information held on the Carers Register about them or their children under the age of 18 and can request that the OCG make corrections if necessary.

For further information

- Talk to a representative from your designated agency
- Email the OCG carers-register@ocg.nsw.gov.au
- Visit www.ocg.nsw.gov.au to find Carers Register fact sheets and checklists:
 1. Probity and suitability checks for carers and household members
 2. Information for carers and household members: What data is recorded?
 3. Information for designated agencies: What data is entered?