



Office of the  
Children's Guardian

# Module 3

## The NSW Carers Register Data Requirements

Minimum information, probity and  
suitability assessment information

# Contents

Applicants (carer applicant) .....	4
Pre-authorisation requirements.....	5
Other data .....	7
Household members .....	9
WWCC for Household members.....	10
Household member questions .....	11
Back capture .....	12
Individual management.....	13
Household management.....	14
Maintaining up to date records.....	15
Congratulations .....	17

NSW Government | Office of the Children's Guardian

Office of the Children's Guardian

Module 3  
Welcome to e-learning module on  
**The NSW Carers Register**  
DATA REQUIREMENTS  
Minimum information, probity and suitability assessment information

Click/tab next button to begin the module.

This module will examine the data requirements of the Carers Register, including minimum information, probity and suitability of assessment information.

# Applicants (carer applicant)

Applicant (carer applicant)	Applicant (carer applicant)
Title, gender, first name, middle name, last name	Title, gender, first name, middle name, last name
Other names	Other names
Date of birth	DDMMYYYY
Identifies as Aboriginal and/or Torres Strait Islander	<ul style="list-style-type: none"> <li>• Yes (Aboriginal/Torres Strait Islander/Both)</li> <li>• No</li> <li>• Unknown</li> </ul>
Working With Children Check (WWCC)	<ul style="list-style-type: none"> <li>• Application or Clearance number</li> <li>• Expiry date</li> <li>• Status (Cleared or Application in progress)</li> </ul>
Has the applicant been a carer interstate?	Yes/No
Authorise this applicant for	Statutory Foster Care/Other Care
WWCC requirements met (verified)	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

*No voiceover available for this screen*

Slide 1 of 16

On this screen you can see the range of information that is required for the Carers Register. All known information must be entered as it is used to uniquely identify the individual.

Here are some key points to consider:

- First and last names are mandatory fields. If an individual only has one name, enter a. in the last name field and the single name in the first name field.
- If there are two individuals with exactly the same name contact the OCG for further instructions.

# Pre-authorisation requirements



Carer applicants undergo a range of checks and the results of these must be recorded in the Carer Register.

## Identification check

All carer applicants must produce identification documents as determined by the OCG and published on the OCG's website.

## Working With Children Check (WWCC)

A Working With Children Check (WWCC) clearance or current application for a clearance is a prerequisite for anyone in child-related work. A WWCC involves a national criminal history check and review of worker misconduct findings.

The result of a WWCC is either a clearance to work with children for five years, or a bar against working with children. Cleared applicants are subject to ongoing monitoring, and relevant new records may lead to the clearance being revoked.

For further WWCC information go to [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au) and search for the Working with children check information.

Individuals who apply for authorisation to be an OOHC carer or an adult household member must have a current WWCC clearance or application in progress recorded on the Carers Register.

### **National Police Check (NPC)**

A designated agency as part of its OOHC carer assessment must consider the records contained in a NPC or equivalent national criminal record check.

### **Community Services Check**

Community Services checks are conducted when authorising Community Services or NGO carers and when transferring Community Services carers to NGOs for applicants/authorised carers and household members aged 16 years and over.

The check includes relevant information Community Services holds about carers or household members, including whether there are records on KiDS that a carer applicant or their household member is associated with causing risk of harm, allegations of reportable conduct and outcomes of investigations, carer authorisation documents, and carer reviews.

### **Other designated agency check**

The authorisation process should include requesting any relevant information from the applicant including prior authorisations, applications and household member status and the name of the relevant designated agency.

A check will be required where the agency knows that another designated agency has previously authorised the person as a carer, has previously received an application from the person to be authorised as a carer, or has known the person to be a household member of such a carer or applicant (whether from the Register or otherwise).

Prior to entering an OOHC application (applicants and household members) onto the Carers Register, the designated agency is in the first instance directed to complete a search of each individual's Carers Register history including whether the individual has been a carer applicant, authorised carer or a household member with any other designated agency.

The relevant agency must contact any other designated agency that has or had an association with that individual and share relevant information.

### **Health check**

A check of a statement made by the applicant as to the physical and mental health of the applicant, and a medical report in respect of the applicant (the Director-General may approve the form of a medical report)

### **Two referees check**

Designated agencies must request the carer applicant to provide contact details for at least two referees. Agencies should then discuss the carer applicant's suitability with those referees.

## Other data



The final pieces of data required are:

### **Code of Conduct sighted and signed**

It is a condition of an authorisation that the authorised carer must comply with the Code of Conduct for Authorised Foster, Relative and Kinship Carers.

### **Pre-authorisation training conducted**

A carer applicant must successfully complete relevant training to ensure that he or she is capable of exercising the functions of an authorised carer.

### **Has the applicant been a carer interstate?**

Consistent with sharing of interstate carer information under the Protocol for the Transfer of Care and Protection Orders and Proceedings and Interstate Assistance, designated agencies are required to ask the carer applicant if:

- they have lived in another Australian State or Territory within the last 5 years;
- they have previously been registered as a carer in another Australian State or Territory; or
- they, or members of their household, have had involvement with child protection authorities in another State or Territory.

- if any of these questions are answered in the affirmative, then the carer applicant should also be required to disclose which State or Territory the relevant event occurred.
- designated agency should ask Community Services to obtain any relevant information held by an interstate child protection authority in these circumstances (although NSW is waiting on arrangements for designated agencies to seek this information directly from interstate bodies).
- Community Services should advise of a contact point for interstate checks.

### **Carer capability and suitability assessed**

- A designated agency cannot determine that an individual is suitable to be an authorised carer unless all of the Carer Pre-Authorisation Requirements have been marked as satisfactory, as well as the satisfactory assessment of all other OOHC carer applicants, authorised carers and household members that reside in the household.
- The Carer Capability and suitability assessed should be determined last as this outcome considers the applicant's overall capacity to be authorised as a carer.



# Household members

Resources | Menu | Home | Exit

NSW Government Office of the Children's Guardian The NSW Carers Register Children's Guardian

### Data requirements - Household members

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	Yes (Aboriginal/Torres Strait Islander/Both) No Unknown
Working With Children Check (WWCC) (18 years and over)	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	Yes/No

Click/tap next to continue.

< PREV NEXT >

Data is also required for each household member.

All known information must be entered as it is used to uniquely identify the individual.

# WWCC for Household members



The screenshot displays the 'The NSW Carers Register' interface. At the top left is the NSW Office of the Children's Guardian logo, and at the top right is the Office of the Children's Guardian logo. Below the title bar, the text 'WWCC for Household Members' is displayed. On the left, a woman is shown talking on a mobile phone while holding a pen and a notepad. On the right, a list of requirements is shown with checkmarks:

- ✓ Any person over 18 years
- ✓ Resides in the home of an authorised carer for 3 weeks or more, or stays regularly
- ✓ The OCG will alert designated agencies 6 weeks prior to a WWCC clearance expiring or when a household member is about to turn 18.

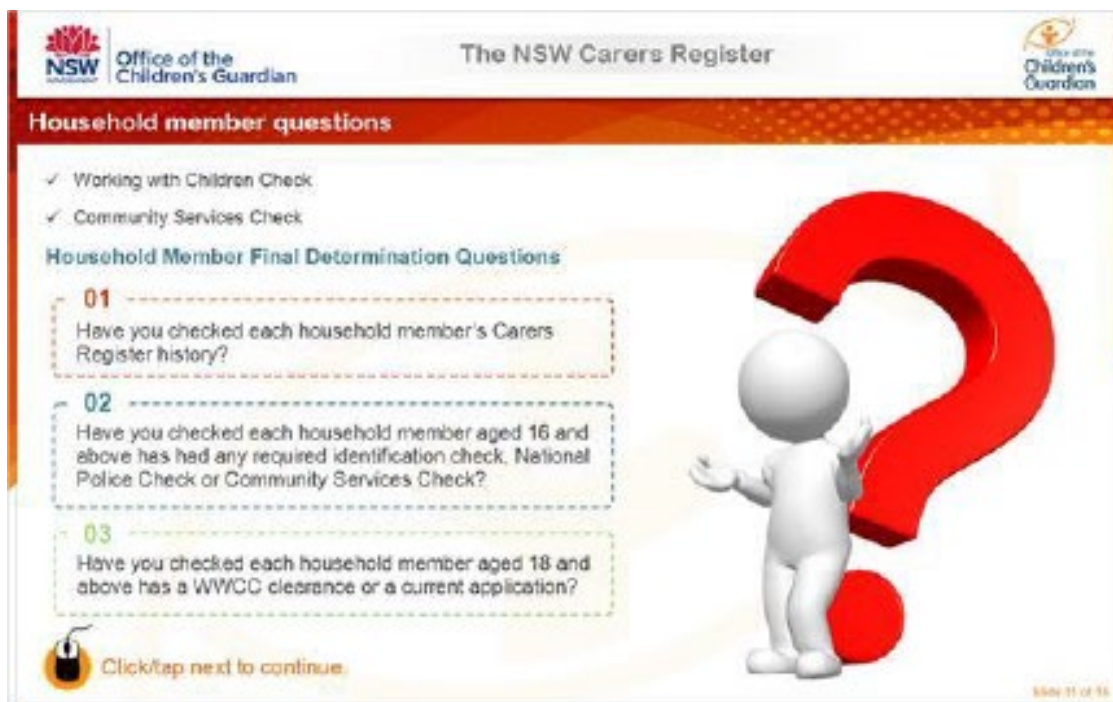
At the bottom of the list, there is a mouse cursor icon and the text 'Click/tap next to continue.' In the bottom right corner, it says 'Slide 10 of 16'.

## WWCC for household members

Any person over 18 who resides in the home of an authorised carer for 3 weeks or more must have a WWCC clearance or have a current application for a clearance. If the household member stays regularly, but not full time they still require a WWCC.

**Note:** The OCG will send relevant designated agencies an alert 6 weeks prior to a WWCC clearance expiring or when a household member is about to turn 18 years of age. An additional alert and follow up by OCG staff will be activated if authorised carers or adult household members are recorded on the Carers Register without a current WWCC application or clearance.

# Household member questions



## Household member questions

The Household Member section of the Carers Register includes the Individual Checks (WWCC & Community Services check).

Additional checks are required for household members (varying ages) as detailed in the Household Member Final Determination Questions:

### 1. Have you checked each household member's Carers Register history? Yes/No

When entering household members (all ages) onto the Carers Register as part of an OOHC application, a search of that individual is required in the first instance. If the individual is already recorded in the Carers Register this activates the requirement for the individual to be included in the 'Other designated agency check' requirements.

### 2. Have you checked each household member aged 16 and above has had any required identification check, National Police Check and Community Services Check? Yes/No

### 3. 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/No

The WWCC for adult household members is detailed in the individuals 'Individual Checks'.

Selecting Yes to this question indicates that your agency has verified the WWCC as an employer and reviewed the WWCC details in the 'Individuals Checks' and updated the WWCC information if required.

# Back capture

Back Capture Data Requirements	
Household Details	Household address
Authorised Carers	Household Members
Carer authorisation date	N/A
Authorised for: 'Statutory Foster Care' or 'Other Care'	N/A
Title, Gender, First Name, Middle Name, Last Name	Title, Gender, First Name, Middle Name, Last Name
Date of Birth	Date of Birth
Identifies as Aboriginal and/or Torres Strait Islander? (Yes, No, Unknown)	Identifies as Aboriginal and/or Torres Strait Islander? (Yes, No, Unknown)
Other Names	Other Names
Individual Checks (Working with children Check) <ul style="list-style-type: none"> <li>• Application or Clearance number</li> <li>• Expiry date</li> <li>• Status (CLEARED or APPLICATION IN PROGRESS)</li> </ul>	Individual Checks (Working with children Check) <ul style="list-style-type: none"> <li>• Application or Clearance number</li> <li>• Expiry date</li> <li>• Status (CLEARED or APPLICATION IN PROGRESS)</li> </ul>

On this slide you can see the range of information that is required for the Carers Register when entering a Back capture. All known information must be entered as it is used to uniquely identify the individual.

See Module 6 for further information on entering a Back capture onto the Carers Register. i.e. recording carers authorised (and their household members) prior to the commencement of the Carers Register.

# Individual management

The screenshot displays the 'The NSW Carers Register' interface. At the top left is the NSW Office of the Children's Guardian logo, and at the top right is the Office of the Children's Guardian logo. The main heading is 'Data requirements - Individual Management'. Below this, a text box states: 'Individual Management refers to changes applied to an individual after authorisation.' A table titled 'Individual Management functions' lists 11 items:

Individual Management functions
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: cancelled (by the agency) – with concerns or no concerns
8. Surrender Carer Authorisation: surrendered (by the carer) – with concerns or no concerns
9. Suspend Carer Authorisation: suspended (by the agency)
10. Lift Suspension on Carer Authorisation
11. Change Authorisation Type

At the bottom left, there is a 'Click/tap next to continue.' instruction with a small icon. At the bottom right, the text 'ISSN 17 02 15' is visible.

Individual Management refers to changes applied to an individual after authorisation. This list identifies the functions in the Individual Management section of the Carers Register.

1. Change Primary Name
2. Add Other Name
3. Working with Children Check updates or renewals
4. Community Services Check updates
5. Reportable Allegations
6. Mark as deceased
7. Cancel Carer Authorisation: cancelled (by the agency) – with concerns or no concerns
8. Surrender Carer Authorisation: surrendered (by the carer) – with concerns or no concerns
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11. Change Authorisation type

# Household management

NSW Office of the Children's Guardian

The NSW Carers Register

Office of the Children's Guardian

### Data requirements - Household management

Household Management refers to changes that are made to an OOHC Household once the application has been finalised. An agency may only make changes to its own OOHC households.

Household Management functions
1. Add/edit an applicant or authorised carer
2. Remove (and close) 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

Click/tap next to continue.

Slide 13 of 15

Household Management refers to changes that are made to an OOHC Household once the application has been finalised. An agency may only make changes to its own OOHC households.

This list identifies the functions in the Household Management section of the Carers Register.

1. Add/edit an applicant or authorised carer
2. Remove (and close) and 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

# Maintaining up to date records

NSW Office of the Children's Guardian

The NSW Carers Register

Maintaining up-to-date records

Designated agencies should have as part of their processes, mechanisms to ensure that Carers Register records are kept current.

The functions of the Carers Register can only be effective if the Carers Register is a current and accurate reflection of all individuals (applicants, carers and household members) residing in the authorised carer's or applicant's household.

Click/tap next to continue.

Slide 18 of 19

Designated agencies should have as part of their processes, mechanisms to ensure that Carers Register records are kept current.

The functions of the Carers Register can only be effective if the Carers Register is a current and accurate reflection of all individuals (applicants, carers and household members) residing in the authorised carer's or applicant's household.

The screenshot shows the 'The NSW Carers Register' interface. At the top left is the NSW logo and 'Office of the Children's Guardian'. At the top right is the 'Office of the Children's Guardian' logo. Below the title is a red header with the text 'Maintaining up-to-date records'. The main content area contains the following text:

The Carers Register does not have any time restrictions in relation to completing an OOHC application (applicants and household members):

- ✓ with the exception of provisionally authorised carers, where the authorising agency should aim to complete the full authorisation within 3 months of the provisional authorisation start date. (The OCG will monitor all such authorisations that exceed 3 months)

The OCG will send periodic reports if an application has been in progress for an extended period of time to ensure that applications do not become dormant on the Carers Register.

Designated agencies should enter relevant information onto the Carers Register within 14 days of the agency becoming aware of the information relating to applicants, authorised carers and household members

At the bottom left, there is a small icon of a person and the text 'Click/tap next to continue.'. On the right side, there is a graphic of a black pen writing a checkmark in a square box, with other empty boxes and a right-pointing arrow below it.

The Carers Register does not have any time restrictions in relation to completing an OOHC application (applicants and household members):

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Designated agencies should enter relevant information onto the Carers Register within 14 days of the agency becoming aware of the information relating to applicants, authorised carers and household members



# Congratulations



**Congratulations!!!**

You have successfully completed module 3.