

Document Name	Document Overview
Information for workers	
Fact sheet Information for applicants and engaged workers	Overview of the Residential Care Workers Register including who the Register is intended to capture, the type of information to be recorded, consent requirements and access
PowerPoint Presentation for workers	This presentation aims to assist designated agencies to provide consistent information to prospective or current residential care workers about the Residential Register and describe what the introduction of the Register will mean for those working in residential care.
Information for Agencies	
Residential Register Guidance Notes	This document provides an interpretation of relevant Residential Care Workers Register requirements prescribed by the <i>Children Guardian Act 2019</i> and the <i>Children Guardian Regulation 2022</i> , including business rules and minimum probity checks in relation to the engagement of individuals to work in a residential setting.
Guidance Summary 1 General overview	This provides an overview of the Residential Register including who the Register is intended to capture, the type of information to be recorded, minimum probity requirements, consent and access.
Guidance summary 3 Mandatory probity checks	Where an individual is being considered for employment to provide care to children in residential care, a number of mandatory probity checks are required to be completed. This document explains this in more detail.
Guidance summary 4 Relevance to foster care	This document is relevant to those agencies who are accredited to provide foster carer and explains how and when the Residential Register applies.
Guidance summary 5 Sourcing workers from a labour hire agency	In some circumstances, agencies may seek to access staff via an external recruitment / staffing agency to fill shortages in either planned or emergency situations. This document details the considerations to such a practice.
Guidance summary 6 Information for labour hire agencies	This guidance summary is written with labour hire agencies as the audience. It will be made available to designated agencies so they may provide this to external providers as part of ongoing planning when sourcing staff from such providers.

Guidance summary 7 Checklist for agencies	There are 3 checklists to guide and support agencies to manage the requirements of the Residential Register: 1. Checklist for agencies managing applicant residential care workers 2. Checklist for agencies managing existing residential care workers at Go Live 3. Information that may be updated on the Register after engagement
Guidelines for the engagement and authorisation of staff or contractors in an emergency or when sourced from a labour hire agency	The existing guidelines have been amended to reflect the introduction of the Residential Register as well as the use of an exemption (permitted via the Children’s Guardian Regulation 2022) when wanting to authorise a worker in an emergency.
Service Agreement Guide	This guide complements the <i>Guidelines for the engagement and authorisation of staff or contractors in an emergency or when sourced from a labour hire agency</i> and is used to support the development of a Service Agreement with an external labour hire agency and in submitting this to the OCG for review.
Other Agency Check / Residential Care Provider Check	
Guidance summary 2 Information Exchange - other agency check	The Other Agency Check is one of the mandatory probity checks which is required if an applicant has a current association with another agency or a past association and where that agency has indicated they hold relevant information to exchange. This document provides some more detailed information on this check.
Other Agency Check Protocol	This protocol details the other agency check requirements and sets out the process for undertaking a check, including requesting relevant information, recording and providing this in response to a request.
Other Agency Check - Part 1	This form should be completed by an agency when conducting an Other Agency Check for an applicant residential care worker.
Other Agency Check - Part 2	This form should be used when an agency receives a request for an Other Agency Check, or where an agency has either ended the engagement of a residential care worker or finalised an investigation and wishes to record relevant information to be exchanged in response to a future request.
Preparation for back capture process / entry of existing workers	
Existing workers for RCWR record sheet	The excel sheet has been developed to support agency preparation for the commencement of the Register. It will encourage agencies to identify all existing workers who will need to be recorded on the register within the first 90 days following commencement. The tool will allow agencies to record all of the required data for each worker in one location to support easier data entry.