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| Office of the  Children’s Guardian | |  | |
| Authorised Carer- Other Agency Check | |  | |
| Part 2 – Agency recording and providing information | | |
| July 2025 |  | |

### This form should be used when:

* an agency receives a request for an Other Agency Check - the response should be progressed as soon as is practicable, to support the authorisation process.
* an agency has ended a carer authorisation or finalised an investigation and wishes to record relevant information to be exchanged in response to a future request.

If recording information at the time of ending an engagement, the agency should:

* ensure they file this in a way that it can be easily located and updated once a future request is received.
* complete sections 3 and 4
* once a request is received, complete sections 1,2, 5 and 6 and review sections 3 and 4 for relevance before being released to the requesting agency.
* This form can should be retained to record information requests and responses.
* For further guidance on relevant information see Authorised Carer – Other Agency Check Protocol

### The form is divided into 6 separate sections:

* 1. **Agency requesting information** – provide key information about requesting agency and purpose of request
  2. **Agency responding to request** – detail the agency recording the information and the reason for recording and/or exchanging information.
  3. **Requested information relates to** – detail the individual the request relates to and the legislative base for exchanging this information.
  4. **Information exchange** – detail the information to be exchanged, relevant to the safety, welfare or wellbeing of a child or class of children.
  5. **Responsible officer** – provide information about the officer who has responded to the request received as well as the date this has been sent.
  6. **Approving officer** – provide information about the officer who has approved this information to be provided and the date this occurred.

### Agency requesting information

Name of agency requesting information: Please click here to enter text.

Name and position of officer making the request: Please click here to enter text.

Date request received: Please enter a date.

### Agency responding to request

Agency name: Please click here to enter text.

Name and position of officer completing this form: Please click here to enter text.

### The information recorded relates to:

**Full name:** Please click here to enter text.

**Previous or other names:** Please click here to enter text.

**WWCC number:** Please enter number here **Date of birth:** Please enter a date.

**Role of this individual within the agency named in Part 2** e.g. carer applicant, current or previous carer/household member.

Provide details of the role of this individual here

The above-named agency is providing information that relates to the safety, welfare or wellbeing of a class of children or young persons, in response to a request made by another designated agency in accordance with section 245D of the *Children and Young Persons (Care and Protection) Act 1998* and the Children’s Guardian Regulation 2022. This information will assist an agency to (please indicate which is relevant including if both):

* make any decision, assessment or plan or to initiate or conduct any investigation, or to provide any service, relating to the safety, welfare or well-being of the child or young person or class of children or young persons, or
* Manage a risk to a child or young person that might arise in the agency’s capacity as an   
  employer or designated agency

### Relevant information

Information should include details (application and authorised carer history, concerns, breaches, investigation outcomes etc) and how this is relevant to the safety, welfare and wellbeing of children and young people.

1. **Carer applications and authorisations**

* Carer application outcomes
* Carer suitability assessments – carer competencies
* Home safety
* Risk assessments and outcomes
* Annual carer reviews
* Carer support and supervision plans
* Authorisation conditions and history

Information detail:

Provide details here

How does this relate to the safety, welfare or wellbeing of children and young people?

Provide details of the safety issues for children here

1. **Carer Code of Conduct and agreement/s**

* Code of Conduct
* Agency agreement/s

Details of concerns or breaches:

Provide details here

How does this relate to the safety, welfare or wellbeing of children and young people?

Provide details of the safety issues for children here

1. **Carer and household member probity**
   * WWCC
   * NPC
   * CS check
   * OAC

Details of concern or risk assessment outcome:

Provide details here

How does this relate to the safety, welfare or wellbeing of children and young people?

Provide details of the safety issues for children here

1. **Reportable conduct matters**

* any current matters or
* completed matters with the outcome ‘Finalised – Contact Agency’.

Details of reportable allegation records

Date of allegation: Please enter a date.

Details of allegation including the role of the individual within the agency at the time:

Provide details of the allegation here

Date investigation was finalised: Please enter a date.

Details of outcome/finding:

Provide details of the outcome of the investigation here

How does this relate to the safety, welfare or wellbeing of children and young people?

Provide details of the safety issues for children here

*If there is or has been more than one allegation (current or finalised contact agency), each one should be recorded separately.*

1. Any other relevant information

Any other information that your agency holds about the individual which you believe would pose a risk to the safety, welfare or wellbeing of children or young people?

If yes, please outline relevant information.

Information detail:

Provide details here

How does this relate to the safety, welfare or wellbeing of children and young people?

Provide details of the safety issues for children here

### Responsible officer

Name of person providing information (if different from approving officer):

Click or tap here to enter text.

Date information provided to requesting agency: Please enter a date.

### Approving Officer

Name of officer authorising the provision of information: Please click here to enter text.

Position of officer authorising the provision of information: Please click here to enter text.

Signature of approving officer:

Date: Click or tap to enter a date.

Comments: Click or tap here to enter text.