

FOSTER CARE HANDBOOK

For Foster Families

Foster Care Association
Department for Community Development

April 2005

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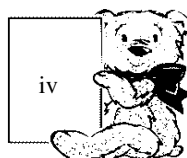
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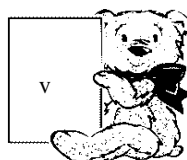
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1. INTRODUCTION

The FOSTER CARE HANDBOOK for Foster Families was developed by the Foster Care Association, in consultation with the Department for Community Development. It reflects Departmental legislation, policies, standards of care and current practice procedures. Foster families will be notified of any changes or updates to the information provided as and when necessary.

We hope that this Handbook will provide a wide range of knowledge and information that will enable foster parents to deal with issues as they arise including where to turn to for help if necessary.

Along with this Handbook, please ensure that you receive the following:

- ★ A laminated copy of the “Foster Families Charter of Rights in Western Australia”
- ★ The “Statement of Commitment” describing the relationship between Foster Families and the Department for Community Development
- ★ A copy of the “Standard of Care Investigation Protocol” paper

You can request copies of these from the Foster Care Association or from your Department for Community Development Field Worker or Senior Field Worker (Care Services).

Please Note:

If you are a Government-funded Agency foster carer, this Handbook may be accompanied by your agency’s specific guidelines or protocols, to compliment the information provided within.

Fay Alford
President
Foster Care Association of WA Inc



2. FOSTER CARE ASSOCIATION (FCA)

2.1 SERVICES OF FCA

- A 24 hour telephone support and advocacy service. Ph: 9388 1911
- Support foster families at Departmental planning meetings
- Represent foster families on Departmental working parties in relation to Departmental policies
- Liaise with the Department and Government-funded agencies about policy and practice issues
- Hold training workshops and conferences
- Provide literature, videos, books and articles on loan to foster families
- Arrange social activities for members eg. Mother's Day morning tea, Christmas party
- Present Service Awards in recognition of outstanding commitment of foster families
- Resource Folders are available from FCA. They contain information on parenting, child development, child health, food and nutrition for children and young people aged 0 to 12 years
- Provide recycled clothing
- Provide Emergency Packs which contain basic requirements for initial placements.

2.2 MEMBERSHIP OF FCA

None of this can happen without the support of the membership of the Association. The majority of members are foster families.

Yearly membership subscription, as at October 2004:

\$ 10.00 for a single parent family

\$ 20.00 for two adult foster parents in a foster family

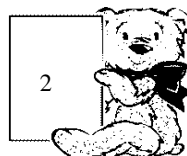
\$ 10.00 per person for those interested in foster care

\$ 20.00 per organisation

Membership forms are available from the Association.

Address: 89 Hensman Road, Subiaco 6008

Phone: 9388 1911 Web: www.fcawa.com.au



3. IN AN EMERGENCY

3.1 DURING DCD OFFICE HOURS

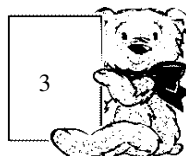
- Call District Office (Ph No) or your Agency, if applicable (Ph No)
- Speak to the Field Worker, Duty Officer, Senior Field Worker (Care Services) or Team Leader
- Notify the worker of the emergency and action you have taken, eg. medical attention

3.2 OUT OF OFFICE HOURS

- Call Crisis Care (contact details on following page) and your Agency Case Worker if applicable
- Speak to the Duty Officer & advise you are a Foster Parent
- Notify the officer of the emergency and action you have taken eg. medical attention
- On the next working day notify the child's Field Worker.

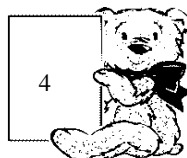
3.3 DEPARTMENT FOR COMMUNITY DEVELOPMENT Head Office:

189 Royal Street
EAST PERTH W.A. 6004
Ph: 9222 2555
Web: www.communitydevelopment.wa.gov.au



3.4 EMERGENCY: 24 HOUR CRISIS SERVICE

CRISIS CARE	Metropolitan Country	(08) 9223 1111 1800 199 008
POISONS INFORMATION CENTRE		13 11 26
PRINCESS MARGARET HOSPITAL		(08) 9340 8222
FOSTER CARE ASSOCIATION	Metropolitan Country	(08) 9388 1911 1800 641 911

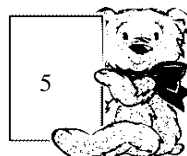


4. RIGHTS OF THE CHILD OR YOUNG PERSON

The United Nations Convention has internationally agreed standards on the Rights of the Child. The following principles are consistent with these standards.

Children and young people will:

- Enjoy parental care and protection; have their welfare safeguarded; and be raised within their own culture
- Be cared for within a family environment
- Children and young people have the right to be accorded more responsibility for decisions affecting their welfare with increasing age and maturity
- Receive help in understanding what is happening to them and why, including adequate preparation before, during and after foster care placement
- Legal representation and/or advocacy on their behalf where decisions are made that affect their lives
- Be placed together with their siblings where it is in their best interests
- Receive education, training, recreation or employment opportunities according to their age, development and interests, and any medical, dental and other treatment necessary to promote and maintain healthy development
- Well-planned transitions, whether into or from a placement, with the child or young person's best interests being paramount
- Live in a family or community that offer continuity of relationships with nurturing foster families



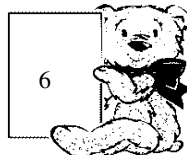
- Be placed with foster families who:
 - have been assessed and approved as being able to provide good physical and emotional care (including the right to be protected from exploitation, abuse or neglect whilst in care);
 - receive the information, training and support necessary to meet the children and young people's needs
- Be assisted in the transition from childhood to adulthood when leaving care, to enable them to establish an independent life.

5. FOSTER CARE IN WESTERN AUSTRALIA

The Department for Community Development is the State Government agency that has the legal authority to intervene in families and communities to ensure that families care safely for their children. Where the Department has assumed the legal guardianship of a child or young person, its representatives act to make decisions on behalf of a child or young person. With some children who come into Departmental care, guardianship and decision-making remains with their parents.

“Foster Care” describes family-based care of children and young people. Foster families are those families who have been registered by the Department for Community Development or an approved Government-funded agency to provide day to day care for children and young people.

Foster families volunteer their services. Whilst they are financially compensated for the cost of caring for children they are not employees of the Department.

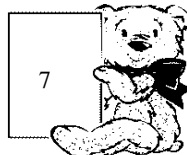


6. PRINCIPLES OF THE DEPARTMENT FOR COMMUNITY DEVELOPMENT

The Department for Community Development's vision is improved social wellbeing for all individuals, families and communities in Western Australia.

This is achieved by working together to:

- Strengthen communities so that individuals and families are able to meet their needs, achieve self-reliance and contribute to their own solutions;
- Promote a just and equitable community enriched by diversity and increased social participation;
- Support families and communities to provide for the care and safety of their members.



7. CHILDREN'S COURT PROCEDURES

In order to protect children and young people, in some circumstances the Department may need to initiate Court proceedings. The Children's Court makes decisions about child protection issues such as whether a child or young person should be removed from their parent/s and made the subject of a care and protection order referred to as 'wardship', as well as the conditions of that order.

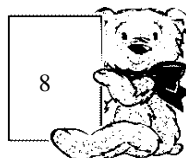
Lawyers of the Department for Community Development represent the Department, presenting the case to the Magistrate. Another lawyer may represent the parent/s. If of an age and understanding to be able to give instructions, the child or young person will be represented by their own lawyer referred to as the child's separate representative.

The Court procedure can be complex and lengthy. The Magistrate decides on the most appropriate course of action, based on the best interests of the child or young person.

Foster families are not normally required to give evidence at the Court hearing. However, if this is the case, support is available from the Field Worker and the Foster Care Association.

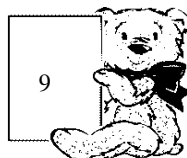
The Court procedure can be unsettling and stressful for everyone involved. Children and young people involved will often be upset and will need the support of their foster families.

It is unusual for children or young people to attend the Court hearing however their lawyer or separate representative will usually need to see them prior to the final hearing and on other occasions during the court proceedings. Generally a child under seven years of age is not considered mature enough to give instructions to a lawyer, nevertheless the Court may ask a lawyer to speak to them.



In Relation to Court Procedures, Foster Families can Expect:

- ☺ To be informed about the date and progress of the Court hearing
- ☺ That information provided by them as the child or young person's foster parent, be included in any Departmental report prepared for Court
- ☺ To attend Court and/or give evidence, if it is considered by the Department to be in the best interests of the child or young person
- ☺ To support the child or young person prior to, during and after any Court hearing
- ☺ That it may not be appropriate for them to attend Court
- ☺ That they may not receive copies of the reports prepared for Court



8. ROLES AND RESPONSIBILITIES

8.1 THE FOSTERING RELATIONSHIP

The Fostering Relationship is a collaborative and inclusive partnership between staff of the Department who make decisions, and foster families who provide day-to-day care to children and young people. Additionally, a Government-funded fostering agency may be involved in this fostering relationship. Whilst the Department has the final authority, decisions on behalf of a child or young person will be mindful of the views of the foster family.

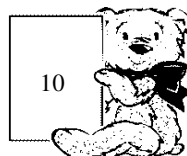
The capacity of the Department and foster families to work in this collaborative and inclusive way relies on a shared understanding of the aims of the fostering relationship in meeting the needs of children and young people while they are in care.

8.2 FOSTER FAMILIES

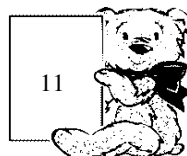


Foster families provide for the day to day care of children and young people. They have an important role in making sure they offer a safe and nurturing environment for these children and young people who are amongst the most vulnerable members of our community. The role of foster families therefore includes:

- ❖ Treating the child or young person as a member of the foster family and doing everyday family activities;
- ❖ Understanding the needs of children and young people, guiding, instructing, and providing consistency and firmness appropriate to the child's age and maturity;
- ❖ Providing for the day to day needs of a child including education, recreation, nutrition, housing, clothing, etc
- ❖ Seeking help if the child or young person's behaviour is difficult or if he/she experiences any problems with school, clubs etc.;



- ❖ Discussing with the Field Worker any medical, health or therapeutic treatment prescribed, prior to commencement of treatment;
- ❖ If a foster child or young person requires a general anaesthetic, notifying the Field Worker who will arrange for approval from the Director General;
- ❖ Advising the Field Worker of changes in personal circumstances (eg separation, divorce, new job, shift work, change of address);
- ❖ Notifying the Field Worker of any additional people coming into the house to stay for any period of time;
- ❖ Contacting the Field Worker if you anticipate holidaying within Western Australia (for any time period) whilst a child or young person is in your care. Addresses and contact telephone numbers will be required;
- ❖ Obtaining permission from the Department before arranging to take the child or young person interstate and/or on an overseas trip with the family. The plans should be discussed with the Field Worker;
- ❖ Consulting the Field Worker regarding any expenditure required for the child or young person in care which is not covered by the subsidy;
- ❖ Attending Departmental training on a regular basis;
- ❖ Foster parents should never use physical punishment on a child in care;
- ❖ Foster families should NOT PROVIDE a foster care service to any other agency (District or Government-funded agency) without prior agreement of the Department.



8.3 FIELD WORKERS

The Field Worker is the Department or Government-funded Agency representative who works with the child or young person and their family, in matters pertaining to the day to day and future care needs.

The Field Worker has responsibility for:

- Case management in relation to supports for the child or young person;
- Day to day support for foster families;
- Family work, planning, contact arrangements, planning for the young person to leave care.

As representatives of the Department, Field Workers have a right to:

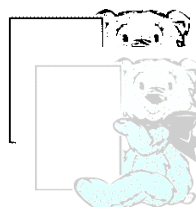
- See the child or young person whenever needed;
- Know where foster families are taking the child or young person on holidays and how long they will be away;
- All relevant information concerning the child or young person.

8.4 SENIOR FIELD WORKERS (CARE SERVICES)

The Senior Field Worker (Care Services) has specialist knowledge about children in care. They are responsible for placing children and young people with foster families and are your support person.

Either the Field Worker or Senior Field Worker may perform some of the duties outlined below.

- * Quality placement of children and young people across the District, ensuring stability of placement and continuity of care.
- * Consultation with Field Workers when a child needs care.
- * Co-ordinate/provide reunification and leaving care services to children and young people.
- * Support foster families by ensuring the provision of appropriate services/resources
- * Provide appropriate training to ensure foster parents' skills are maintained.
- * Facilitate reviews for general foster families and licensing.
- * Orientate new foster families to the program.
- * Oversee assessments of Relative Carers.





8.5 SHARED ROLES AND RESPONSIBILITIES

The following are shared roles and responsibilities between foster families and Field Workers:

- ★ To ensure that the placement provides quality care and meets the child or young person's physical, medical, intellectual, emotional and social needs;
- ★ Support the child or young person's relationship with their family by:
 - helping them understand why they are in care and to express feelings about their family;
 - avoiding criticism about their parents and avoiding undermining the child or young person's opinion of them.
- ★ Help the child or young person form a clear picture of the situation and prepare them for whatever lies ahead;
- ★ Work collaboratively as team members towards implementing the Case Conference Plan or Care Plan;
- ★ Follow the placement plans and work in the child or young person's best interests;
- ★ Maintain good communication to ensure all parties are kept up to date with important information;
- ★ Encourage their religious and/or cultural belief;
- ★ Maintain confidentiality about the child or young person in care and don't disclose personal information that is not relevant to providing good care;
- ★ Participate in the yearly Departmental Registration Reviews.
- ★ Assist the child or young person with keeping records and lifestory work.



9. COMMUNICATION, CONFIDENTIALITY AND INFORMATION SHARING

9.1 COMMUNICATION AND INFORMATION SHARING

To ensure that foster children and young people are well cared for, foster families and staff have a responsibility to communicate openly and share information.

Basic principles of good communication include the following:

- ❖ Foster families need to receive all information needed to provide good care for a child or young person. This should be prior to, at the time of placement, or as soon as possible afterwards.
- ❖ Foster families need to be informed about any risk management issues in relation to a child prior to placement.
- ❖ Foster families need to receive updated information.
- ❖ Foster families need to be consulted when decisions affecting them are being made, eg. contact arrangements.
- ❖ Foster families need to provide information about the child or young person in their care to the Field Worker.
- ❖ Where appropriate, Field Workers will record and act on information provided by foster families. Field Workers will inform foster families of the outcome.
- ❖ Field Workers and/or Departmental staff must communicate Care Plans to foster families, as appropriate.
- ❖ Foster families and staff have a responsibility to treat information regarding children or young people and their families with confidentiality.



9.2 CONFIDENTIALITY

Generally, information acquired as part of a professional relationship is seen as confidential.

Some guiding principles of confidentiality are:

- The Department places paramount value on confidentiality and privacy concerning child or young person's family information
- However there are times when preserving particular issues may place the child or young person at risk, such as in child protection cases
- Field Workers and foster families should not promise a child or young person's family that they will not disclose information to another source eg. Sexual abuse disclosures
- Field Workers have a duty of care to appropriately share information that impacts on the safety of the child or young person, indicates risk to the child, informs departmental decision making in a child protection matter, or that impacts on the safety of a foster family
- Foster families need to be informed in order to provide high quality care for the child or young person.

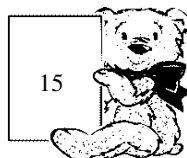
9.3 FREEDOM OF INFORMATION

Verbal and written information provided by foster families and Departmental workers about the child or young person and/or their family, is subject to the Freedom of Information Act.

This means that a child or young person or their family can request to see their records, and if appropriate, an amendment can be made to their file if information is presented objectively and factually.

As a foster parent you can request to see and amend your records if you consider this necessary.

Freedom of Information can be contacted on 9222 2645.

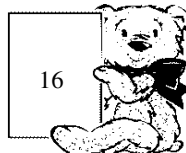


Foster Families can Expect to be Provided with the Following Information:

- ☺ All information required to provide good care for a foster child or young person
- ☺ The child or young person's previous placement history
- ☺ The child or young person's medical conditions and general health
- ☺ Information about the child or young person's behaviour
- ☺ Names of the child or young person's family and other significant people in their lives
- ☺ Educational information
- ☺ Court order details, if appropriate
- ☺ Updates on case planning directions

Foster Families may not be Provided with the Following Information:

- ☺ Copies of Children's Court reports
- ☺ Some personal information about the child or young person's family that is not relevant to their care
- ☺ Information that is not relevant in assisting foster families to provide good care for the child or young person
- ☺ Information that Departmental staff is unable to access.



10. FACTORS TO CONSIDER PRIOR TO PLACEMENT

Before a child or young person comes into your care, you need to consider a range of factors, as the child will change the dynamics of your family.

When you are contacted about a child or young person coming to your home, ensure you are provided with the following information:

Child or Young Person's Details

- Their full name, date of birth and names of family members
- Role of their family eg. decisions, emotional & financial support
- Contact arrangements eg. times, transport, people involved

Case Planning for the Child or Young Person

- Have they been in foster care before?
- How long is the placement expected to be for?
- Are they a ward or non-ward?

Education

- What school do they attend?
- What is their education level?
- How will they get to and from school?

Health

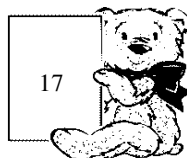
- Their current Health Status and/or Medical History
- Do they wet the bed?
- Are there any known allergies, medical or dental problems?
- Is there any ongoing treatment/medication?

Behaviour

- What is the behaviour of the child or young person?
- How do they interact with adults and other children?

Abuse

- Have they been sexually, physically or emotionally abused?
- Have they been neglected?
- Are there any allegations of abuse?



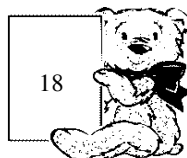
Other Factors for Foster Families to Consider:

Before you agree to a placement of a child or young person you may consider what constitutes a risk to your family. You need to make a careful assessment of the risk factors as they are known and what supports will be available to you in caring for the child or young person.

The placement should not occur if safety factors cannot be put into place.

You need to ask yourself the following questions:

- ☺ Will this child or young person be a risk to my family, eg. display sexually explicit behaviour to any family members or visitors?
- ☺ Do they exhibit self-destructive behaviours or other behaviours, eg. violence, that my family will not accept and may place them at risk? Are they suicidal? Do they have any mental health issues eg. depression?
- ☺ What effect will any situation of abuse and/or neglect have on my family?
- ☺ What effects could certain behaviours have on my family?
- ☺ What protective behaviour training is available for my family?
- ☺ Does the Department have a plan to minimise the risks?



11. PLANNING AND DECISION-MAKING PROCESSES



NOTE: A range of structured meetings, or planning forums are currently under review by the Department. For up to date details please contact your local office of Department for Community Development.

The two planning processes for children or young people in care are:

- 1) Case Planning Forums
- 2) Looking After Children (LAC)

11.1 CASE PLANNING FORUMS

The Department's standards require all children or young people in care to have a Care Plan, developed as soon as possible when a child or young person comes into care. Case Planning Forums form a process rather than just meetings.

Foster parents, Departmental staff and Government-funded agency staff (if applicable) should participate in the process to develop the child or young person's Care Plan. Foster parents have vital information about the child or young person and therefore should be considered during planning.

The Care Plan dictates the overall plan for the child or young person, along with the steps involved to achieve the plan. Day to day management of the Care Plan is the responsibility of the child or young person's Field Worker.

Although the foster parents' involvement in the development of the child or young person's Care Plan is important, they may not always attend the Planning meetings. In some cases, where there is a possibility that the child or young person's parents may react negatively to a foster parent, the attendance of the foster parents may not be appropriate. The chairperson of the meeting has the discretion to decide who attends the meeting. Sometimes submitting a written report rather than attending may be appropriate.

Foster parents are entitled to have a pre-conference meeting at least one week prior to a Case Conference, so that foster parents are prepared for what may eventuate and have the opportunity to prepare their response to the proposed Case Conference plan.

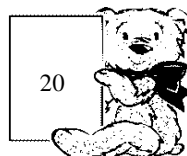


In Case Planning Forums, Foster Parents can expect:

- ☺ To be informed in advance that the Care Plan meeting will be held
- ☺ That in some cases they will be asked to attend, in others they may meet with the Field Worker separately
- ☺ That when they are unable to attend the meeting, their views will be presented by a Departmental worker
- ☺ That their views and opinions will be treated respectfully
- ☺ That their knowledge of the child or young person will inform the planning process
- ☺ Where they are not invited to attend the meeting, the reason for this will be explained to them
- ☺ To be consulted about all decisions made in a Care Plan that have an impact on them
- ☺ To receive advice of all Care Plan decisions that have an impact on their care of the child or young person
- ☺ To receive copies of the endorsed Care Plan

Foster Parents cannot expect:

- ☺ To always attend Care Plan meetings
- ☺ That their recommendations will always be reflected in the final decisions made in the Care Plan
- ☺ That there will always be agreement between all parties concerned in the decision-making process.



1.2 LOOKING AFTER CHILDREN (LAC)



Looking After Children (LAC) is a comprehensive practice framework which aims to improve the quality of care received by children or young people in care. It is a set of records or documents that encourages good communication, collaboration, planning and assessment.

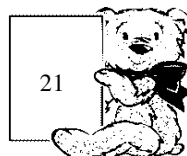
LAC requires the involvement of the child or young person's parents, foster parents, children (if they are age appropriate), Departmental workers, and other relevant professionals involved with the child or young person.

The LAC framework focuses on the developmental needs of children or young people in the areas of:

- Health
- Education
- Emotional and behavioural development
- Identity
- Family and social relationships
- Social presentation
- Self care skills

One main feature of LAC is that it focuses on care and placement planning, which aims to:

- Identify the needs of children or young people in care as soon as possible after they enter a placement
- Devise plans to meet these needs
- Assists to ensure that planning starts when a child enters care and is ongoing throughout the period of care
- Provide foster parents with basic information about the child
- Ensure that the responsibility for meeting these needs is shared appropriately and everyone knows their roles and responsibilities.



11.3 REUNIFICATION

Reunification covers a range of activities from reunification with family to maximising the child or young person's relationship with the significant people in their lives. It is always the preferred option for children and young people in care.

The process should be seen as a team effort with all people involved; the child, the foster parents, the child's parents and the Departmental workers, working to ensure the best outcomes for the child or young person.

With reunification the focus is on the child and each child's individual plan, to ensure the process takes place at their pace.

11.4 LONG TERM PLANNING

11.4.1 PLANNING FOR STABILITY IN LONG TERM OR PERMANENT FOSTER CARE

Reunification with family or placement with appropriate extended family is the preferred option for all children or young people. Where this has been explored and is not possible, decisions about permanent placements are then necessary.

Where reunification is not possible and children or young people are in long-term foster care, planning for their stability and continuity of care is important. This stability and continuity may be achieved through:

- * Permanent foster care with a clear plan and ongoing support, or
- * Guardianship being assumed by the foster parent, or
- * The foster parent adopting the child or young person, or
- * Shared care, where the foster parent provides care as necessary when the child or young person's parent/s are not able to look after them for periods of time.

The Delegated Senior Worker must be formally involved in this decision-making process. The options and their impact on the child or young person, the foster parents and the child's family of origin must be carefully assessed.



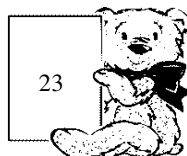
11.4.2 GUARDIANSHIP OF CHILDREN OR YOUNG PEOPLE IN FOSTER CARE

Guardianship means the foster parent takes on legal responsibility for the child or young person. However it is a lesser legal option than adoption.

The Department may approach a foster parent regarding applying for guardianship of a child or young person in their care.

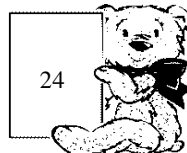
Application for guardianship of a child or young person in care is not a step to be taken lightly. Foster parents need to know all the facts before making a decision.

The following information is a guide only. Foster parents are advised to seek their own legal advice, at their own expense, before proceeding with guardianship. The Citizens Advice Bureau and other Community Legal Services will provide basic legal advice either free or for a small fee.



In Relation to Guardianship, Foster Parents should be mindful of the following:

- ☺ If you are granted guardianship you are no longer considered a Departmental foster parent for that particular child or young person.
- ☺ Unless subsidised guardianship has been approved and in place, the child or young person will no longer have a Field Worker nor will they receive a subsidy. You may still contact the Foster Care Association if you need support.
- ☺ If subsidised guardianship is granted you will have a Field Worker who will conduct an annual subsidy review and you will continue to receive the standard subsidy.
- ☺ Ensure that financial issues are discussed with the Foster Care Association or access legal advice before you decide to take guardianship.
- ☺ Any relative of the child or young person can contest the guardianship at any time in the Family Court. They can also apply to the Family Court for access to the child. If this is granted the guardian of the child or young person must make sure that this occurs. If it doesn't, then the guardian is in contempt of court.
- ☺ The Department does not pay for the court costs involved in transferring guardianship to the carer.
- ☺ The cost of any further court cases is the responsibility of the legal guardian (Foster Parent) eg. if guardianship is contested by any relative of the child or young person at a later date.
- ☺ Check to see if you are eligible for Legal Aid.



11.4.3 ADOPTION OF A CHILD OR YOUNG PERSON IN FOSTER CARE

On the rare occasion where there is a reason for a foster parent to assume the legal and social role of parent, adoption may be the preferred option.

Adoption means that the child or young person's family has no legal rights to the child or young person and cannot contest the decision of the court at a later date.

Adoption cannot be initiated by the foster parent. It would be the subject of a formal Departmental planning process. Subsidised adoption is available where appropriate.

11.5 TRANSITION AND LEAVING CARE

11.5.1 TRANSITION PLANNING

Whether returning home or to another foster family every child or young person has the right to have their transition well planned and to be conducted at their pace. Foster parents play a vital part in transition planning allowing for children and the foster families to move on.

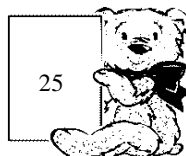
For more information on transition planning, contact the Foster Care Association on 9388 1911.

11.5.2 PLANNING FOR TRANSITION TO INDEPENDENT LIVING

In planning for transition to independent living young people who have recently been, or who are currently wards should be made aware of possibilities for future support.

This support from the Department may be post Secondary education, counselling or financial contribution where they are experiencing difficulty. For wards, this may be available for up to 5 years after wardship expires. There are specialist services that offer 'leaving care' services.

Where possible, identified support needs for wards should be included in the final Case Conference Plan. Expenditure authority needs to be obtained from the District Manager.



11.5.3 INDEPENDENT LIVING AND BOARDING

When a young person who is a ward, or recently been a ward, moves to independent living or into a boarding situation, the Department has a responsibility to ensure arrangements are in place to cover their accommodation and personal care.

Initially, the Field Worker should assist the young person to obtain any Centrelink benefits and the impact of such payments should be considered in any assessment of the need for Departmental support. The Field Worker could also provide information about other programs that the young person can access to help with their transition.

12. CONTACT WITH FAMILIES

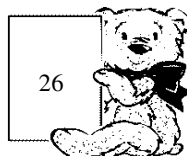
Contact with family members through contact visits is one of the best ways for foster children or young people to maintain links to their past. Contact affirms their sense of identity and facilitates their return home which is generally the goal of the placement. Most children or young people have regular contact with their family whilst in care.

Understanding and managing contact is a most important aspect of caring for a child who does not live with their own family. Foster families and workers play a vital role in supporting a child or young person before, after and sometimes during contact.

Contact can take many forms such as telephone calls, letters and visits, which are known as 'contact visits'.

Contact arrangements need to be planned. The child, child's family and foster family need to be very clear as to the type and times of contact.

Contact arrangements should be included in the Care Plan.



In Relation to Contact, Foster Families should be aware of the following:

When you agree to contact arrangements you need to understand the implications for your family, the child or young person and their family.

Ensure the arrangements are flexible so they can be changed if required.

Questions to ask the Field Worker about contact:

- ☺ With whom, how often and where will the contact take place?
- ☺ Who will transport the child or young person? If the foster parent transports, will they be reimbursed?
- ☺ Will the visits be supervised, and if so, by whom?
- ☺ Will the Field Worker prepare the child for contact meetings?
- ☺ How do I change and who do I call if contact arrangements are not suitable?
- ☺ What if something happens after hours?
- ☺ Will I have contact with the child's parents?



13. DAY TO DAY CARE INFORMATION

13.1 DIARY KEEPING

It is good practice to keep a diary whilst the child or young person is in your care. This is to keep a record of their progress, record any fluctuations in behaviour, keep all notes in one place, aid your memory when writing a report, give accuracy when recalling important dates, validate time and sequence of events, and so you can trace your own progress as a foster parent from placement to placement.

Information to record –

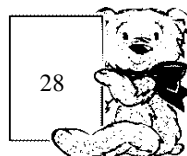
- Dates – arrival, departure, medical appointments, etc
- On arrival – child or young person's physical condition, valuable items bought by them to the placement
- Child or young person's physical, social and emotional development during placement
- Contact with their parent/s – frequency, and child or young person's reaction
- Critical incidents / significant events – eg. child runs away, violent behaviour, major tantrum.

13.2 LIFE STORY BOOK

When a child or young person comes into care, it is a good idea to start a Life Story Book, which can record events from their past and present life. It may help them to make sense of what has happened by gathering and maintaining accurate information for them. The book would go with them if they leave.

The child or young person, their parents, foster families, Field Worker and Senior Field Worker (Care Services) can contribute to the development of the Life Story Book.

Some suggestions of what to include are - information about the child or young person's family, their history, foster placements, school reports, photographs, special occasions, pets, their likes and dislikes.



13.3 BABY-SITTING ARRANGEMENTS / OVERNIGHT STAYS

Foster families should discuss with the assessor or Field Worker who they are likely to use as babysitters or who may have overnight stays in their home eg. relatives, family friends.

Foster parents are in a position of loco parentis with children or young people in their care. This means that they make decisions compatible with those of a reasonable parent, which involves using judgement when deciding if it is safe and appropriate for a child or young person to stay overnight in another home, or be babysat by someone else.

Foster parents should consider whether they would be happy for their own child to be in the care of the people concerned. General principles to follow include:

- ❖ Children or young people in care should not be unnecessarily restricted from participating in normal activities for their age group;
- ❖ Duty of care for both workers and foster parents means that they must take reasonable care to avoid situations which they could reasonably foresee are likely to injure/harm a child or young person for whom the Department and foster parents have a responsibility;
- ❖ The age and background of the child or young person must be taken into account. eg. It may not be appropriate to leave a child with a male sitter if the child has been sexually abused by a male;
- ❖ Foster parents should notify the Field Worker of babysitting arrangements;
- ❖ If children or young people are to be left with a baby-sitter, the sitter must be capable of responding appropriately in an emergency;
- ❖ For overnight stays eg. sleepovers with friends, you should ensure that you have met the other parents and are satisfied and comfortable to leave the child or young person with these people;
- ❖ If you are unsure about a particular situation, you should seek guidance from the child or young person's Field Worker;
- ❖ The Field Worker has the discretion to request that Police and Departmental checks are provided.



13.4 IDENTIFICATION OF CHILDREN OR YOUNG PEOPLE IN CARE IN THE MEDIA

Children in foster care should not be named or pictured in a newspaper or other source of media without the consent of either the Department when children or young people are wards, or the child or young person's family if they are not wards.

13.5 TRAVEL - OVERSEAS, INTERSTATE OR IN WESTERN AUSTRALIA

Consent must be obtained to take children or young people in care out of the State or Country. This can be a lengthy procedure so apply at least 6 weeks in advance if possible, to avoid delays and disappointment.

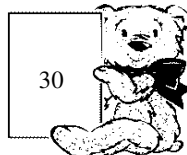
Foster parents planning to travel within the State need to notify their Field Worker so that the department is aware of the child or young person's whereabouts.

13.6 IF A CHILD OR YOUNG PERSON IN YOUR CARE RUNS AWAY

If after a reasonable period of time, which will be determined by the child or young person's age and circumstances, you are concerned or believe that they have run away, you must notify the Field Worker immediately. If the Field Worker or Senior Field Worker (Care Services) is not available, contact the Duty Officer in office hours, or Crisis Care after hours.

If contacting Crisis Care, explain that the child or young person is in foster care. On the next working day, notify the child or young person's Field Worker, Team Leader or Senior Field Worker (Care Services).

It is the Department or Agency's responsibility to notify the police.



14. CHILDREN OR YOUNG PEOPLE WITH PARTICULAR NEEDS

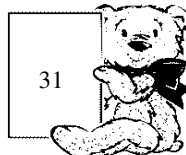
14.1 CULTURAL and LINGUISTICALLY DIVERSE CHILDREN (CaLD)

In order to enhance and preserve the sense of identity of children or young people from various cultural, religious and linguistic backgrounds, the following issues need to be considered.

- Cultures incorporate ways of being and viewing the world as well as tangible aspects such as dress, music, food, etc
- Children or young people need access to their cultural practises through community organisations and cultural practices in their foster home that go beyond food and dance
- Children or young people should have the opportunity to access their culture daily. Eg. Language/culture schools, access to religious education, languages/patterns of speech/familiarity which can contribute to their sense of ethnic belonging
- Contact with the birth family, community members, visitors, etc
- Ensuring there are strategies in place that recognise racism and its effects on the child or young person and supports to protect a child from racism
- Aspects which may be helpful in fostering the development of self-esteem and identity in the child or young person:
- Foster families who acknowledge and continuously give positive images to the child or young person about all aspects of their culture, religion and ethnicity
- A placement where a child or young person experiences positive role modelling of their ethnicity, culture and religion
- Placements where the above are available in the neighbourhood.

NOTE: The objective of the CaLD Child Placement Principle is outlined in the Glossary.

For information on community resources available for particular cultures, religions and languages, contact the Senior Adviser Cultural Diversity Officer on 9222 2649; or the Principle Policy and Planning Officer, Cultural Diversity on 9222 2660



14.2 ABORIGINAL AND TORRES STRAIT ISLANDER CHILD PLACEMENT PRINCIPLE

The Aboriginal and Torres Strait Islander Child Placement Principle was introduced to enhance and preserve these children's sense of identity. It ensures that Aboriginal and Torres Strait Islander children or young people are maintained within their own biological family, extended family, local community or wider indigenous community and their culture.

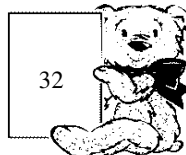
Prior to the placement of an Aboriginal or Torres Strait Islander child or young person with non-Aboriginal or Torres Strait Islander carers, the Field Worker must seek the Director General's approval.

In the metropolitan area, the Field Worker must consult an Aboriginal or Torres Strait Islander staff member and agency regarding the placement of all Aboriginal and Torres Strait Islander children or young people. In country areas, consultation must occur with an Aboriginal or Torres Strait Islander staff member, relevant Aboriginal or Torres Strait Islander groups or members of the Aboriginal or Torres Strait Islander community.

14.3 CHILDREN OR YOUNG PEOPLE WITH SPECIAL NEEDS

Some children or young people who present with Special Needs, whether these are physical, intellectual or emotional, may attract a Special Needs Loading (additional payment on top of the basic subsidy). However an assessment on a case by case basis is needed, as well as Manager approval. Funding and/or services with the Department for Disability Services may be applicable, as may be a Centerlink payment.

For further details refer to section 19.1 'Departmental Subsidy'.



15. BEHAVIOUR MANAGEMENT AND ALLEGATIONS OF ABUSE IN CARE

15.1 MANAGING CHILDREN AND YOUNG PEOPLE'S BEHAVIOUR

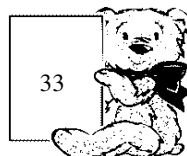
Foster families are in a prime position to help turn a child or young person's life around. How discipline is dealt with can have a lasting impact on the child or young person, as foster parents are role models. Managing behaviour should not be about punishment, but about understanding behaviour and helping them to understand.

The majority of behaviour stems from experiences, and if these have been bad they are likely to display behaviour that adults may find difficult to live with.

Before reacting to the behaviour of a child or young person in care, remember the following:

- The child or young person's developmental age does not necessarily equal their chronological age
- Children and young people model themselves on their environment
- Foster parent's choice in discipline will depend on the child or young person's age and also on the situation
- Punishments such as physical discipline reinforce any negative beliefs they may have about themselves
- Behaviour may be a grief and loss reaction to being placed in care
- Behaviour may be result of past trauma and learned negative patterns
- Be aware of the effects of broken attachments.

Managing a foster child's behaviour can be a 'touchy' subject as we all have different views about what is, or isn't, appropriate discipline for a child. As a foster parent you may have an added difficulty because the way you discipline your children may be quite different to the way you are able to discipline a child or young person in care.





It is Departmental policy that no child or young person in care is physically disciplined in any way. The following are examples of practices that the Department views as being unsuitable methods of disciplining:

- Any form of corporal punishment eg. smacking, hitting, wooden spoon, soap in mouth
- Discipline which is humiliating or ridiculing
- Withholding basic physical and emotional requirements eg. food, locking in room or locking out of house.

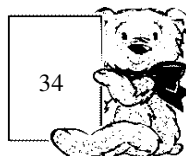
The following are unacceptable messages that can affect a child psychologically:

- Threatening to send the child or young person away
- Talking about the child or young person as if they are not there
- “Putting down” the child or young person or their parents
- Abandoning them when a placement breaks down.

The discipline methods you use need to fit with the child’s age, abilities and needs. Some suggestions for methods to use in managing a child or young person’s behaviour are as follows:

- Talk to child or young person about their behaviour
- Consequences – should be linked to the original problem, and helps teach responsibility
- Time Out – children can think about their behaviour, stressed parents can benefit from separation, angry child can calm down
- Distract – redirect their attention
- Attention – pay more attention to behaviour you want to encourage
- Problem Solving – listen, examine alternatives, trial, consider consequences of each alternative.

For further advice you may wish to contact the Foster Care Association, your local Departmental office staff (including the Psychologist), or Foster Carer Recruitment Service regarding training in managing children’s behaviour.



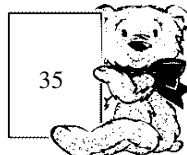
15.2 DISCLOSURE OF SEXUAL ABUSE BY A CHILD OR YOUNG PERSON IN CARE

The various forms of abuse of children or young people are covered in Preparation Training. However, it is acknowledged that the behaviour of those who have been sexually abused is the most difficult for foster families to deal with. Therefore the following section has been included.

Sometimes the Department or Government-funded Agency workers are unaware that the child or young person has been sexually abused prior to being placed with a foster family. A member of the foster family may be the first person to suspect or find out that the child or young person has been sexually abused. If this should happen contact the Field Worker immediately.

If the child or young person discloses sexual abuse to a member of the foster family, this person may have mixed feelings such as guilt, disbelief, anger, loyalty to the person if they know them, as well as wanting to help the child or young person.

Even if a disclosure sounds unbelievable, it is important not to brush off what the child or young person is saying. They have chosen to entrust the person with the information. The child or young person usually has fears about what will happen if they disclose abuse.

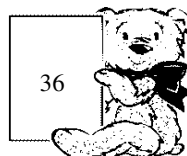


What to do if a Child or Young Person Discloses Sexual Abuse:

- ☺ Remain calm and listen
- ☺ Accept what the child or young person says
- ☺ Allow them to express their feelings
- ☺ Don't clarify words for the child or young person, as it is important not to interfere with what they are saying
- ☺ Do not question the child for detail
- ☺ Thank them for talking with you
- ☺ Tell them that they are not to blame
- ☺ Do not make any promises to the child or young person that you will not tell anyone else
- ☺ As soon as possible after the conversation, record exactly what the child or young person has said, using their words

If a child or young person makes a disclosure of abuse to a member of the foster family, the Field Worker **MUST** be informed immediately.

During out of office hours, Crisis Care must be informed.



15.3 ALLEGATIONS OF ABUSE AGAINST A MEMBER OF THE FOSTER FAMILY

There are occasions when an allegation is made against a foster family and/or members of their family or friends. This can be a stressful experience for all concerned and the response by the Department needs to be thorough, appropriate and professional.

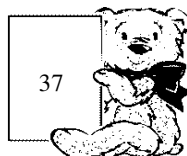
When an allegation of inadequate standard of care, abuse or neglect is made in relation to a child in care, the response must be a unified approach to ensure that the interests and safety of the child or young person is assured.

All allegations will be investigated in accordance with the Departmental guidelines.

The child or young person may be removed from the foster family's care whilst an investigation is being carried out.

Any payment of legal fees for a foster parent would be on a case by case basis, subject to legal advice (internally and externally) to the Director General or Executive Director for consideration of approval.

The Departmental paper outlining practices in relation to an allegation is issued to foster parents at Preparation Training. Copies are also available from the Foster Care Association on 9388 1911 or from the FCA Website: www.fcawa.com.au

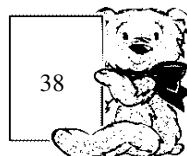


15.4 PROTECTING YOUR FOSTER FAMILY AGAINST ALLEGATIONS OF ABUSE

Taking precautions against the possibility of an accusation against a member of a foster family is a wise move. Preparation training is a way of learning about stress factors and improving communication between each member of the foster family and the child or young person in care to assist in minimising the risk.

15.4.1 SUGGESTIONS TO PROTECT FOSTER FAMILIES:

- ❖ Inform the Field Worker of any significant events about the child or young person such as illnesses, injuries or violent temper tantrums. Record where and why they happened and the action taken
- ❖ Establish clear household rules about acceptable behaviour, privacy and discipline
- ❖ Keep a diary of observations and events about the child or young person
- ❖ Now may be the time for your family to become a 'dressing gown' family. Nudity of adult and young people in the family in front of the child or young person in care is not appropriate
- ❖ Privacy in the bathroom, toilet and bedroom for the child or young person and the foster family needs to be ensured
- ❖ It is preferable for the female partner to attend to personal care
- ❖ Assess physical contact games and their impact on the child or young person
- ❖ Foster children coming into the foster parent's bed, or adults in the child or young person's bed may not be appropriate
- ❖ Be clear that any contact of a sexual kind such as touching, hugging, kissing, looking, genital contact or intercourse is **not acceptable** regardless of any apparent 'come-on' the child or young person may be demonstrating
- ❖ Until you know the child or young person well enough and particularly if they have been maltreated, ensure they are not left in the care of other people, or exposed to other people without appropriate supervision.



When an Allegation of Abuse in Care is made, Foster Families can expect:

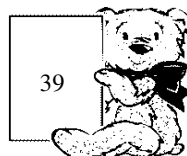
- ☺ The allegation will be treated seriously
- ☺ To be treated fairly during the investigation
- ☺ To be treated in accordance with the Departmental guidelines
- ☺ That their explanations may not be automatically accepted in preference to the explanations made by the child or young person or their family.

Surviving the Process:

- ☺ If you are advised of the allegation via a phone call, make a time to meet in person and terminate the call.
- ☺ Don't agree to an interview until you have collected your thoughts and recovered from the initial shock. However, this does not mean that you can delay the process unnecessarily.
- ☺ Request that the precise nature of the allegation is provided in writing.
- ☺ Have a support person with you during all meetings, interviews and discussions. You will not remember everything that is said and you may need them.
- ☺ If you cannot arrange a support person, take notes or use a tape recorder, but be up front about it. Put the tape recorder in full view of all parties at all times.
- ☺ Ask for copies of all documentation relating to your interviews, meetings, discussions etc.
- ☺ If you aren't afforded an interview or the opportunity to respond to the allegation, prepare and submit an affidavit.

NOTE: Open communication between foster families and the Department or Government-funded Agency workers is of utmost importance.

Refer to the Departmental paper "Standard of Care Investigation Protocol" for further tips and information on the process.



16. SUPPORTS FOR FOSTER FAMILIES

16.1 FOSTER FAMILY COUNSELLING

From time to time, foster families may find caring for foster children or young people difficult. They may consider personal or family counselling.

As part of the Department's support to foster parents, specific counselling services is available to General foster parents and their children, where personal and family problems impact their ability to care for foster children or young people.

Any problems concerning case management should be discussed with the Field Worker or Team Leader.

For referral to this service, contact your local office. In metropolitan and major regional areas, the counselling will be face to face; whereas in remote areas, telephone access to a counsellor will be available. There is a limit of three sessions per year to each family.

For any queries, please contact your local office or the Senior Practice Development Officer (Children in Care) at Head Office on 9222 2538.

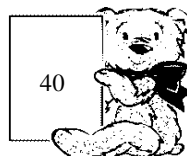
16.2 RESPITE FOR FOSTER FAMILIES

Respite care is another term for 'a break'. Foster parents, like all other parents, need a break from the child or young person from time to time. Foster parents are entitled to 4 days respite per calendar month.

16.3 IF YOU NEED A BREAK

After a difficult placement or at a time when you have pressing family commitments, you may decide to have a temporary break from fostering. You may wish to renew your energies and unity as a family before your next placement. Discuss your plan with the Field Worker or Senior Field Worker (Care Services) and decide when you think you may be ready for further placements.

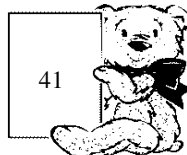
If your break is longer than 6 months you will need to undergo another police clearance before commencing fostering again.



16.4 AFTER THE CHILD OR YOUNG PERSON LEAVES

A child or young person leaving means many changes and feelings for your family. You are entitled to debriefing at the end of a placement with the Field Worker, Senior Field Worker (Care Services) or the Foster Care Association. Give yourself and your family time to grieve as long as necessary.

- ★ After a placement has finished it is a time to discuss with your family how they feel about fostering
- ★ Talk to the Field Worker about the placement, the effect on your family and when you would like another placement
- ★ Allow yourself to have mixed feelings when the child or young person leaves
- ★ Support your own children in expressing their feelings
- ★ Talk your feelings through with other foster parents, the Field Worker or the Senior Field Worker (Care Services) especially if you don't agree with the decision for the child or young person to go home at this particular time
- ★ Talk to the Foster Care Association, as they will know exactly how you feel. This is a valuable support that cannot be underestimated.





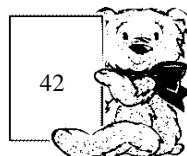
16.5 TRAINING OF FOSTER FAMILIES

When you agree to foster a child or young person you will be expected to participate in training. Training begins with pre-service training which is mandatory, then progresses to on-going training on various topics, to keep your skills up-to-date.

Training of foster parents is mandatory, so that issues and concerns affecting the child or young person, their family, the foster carers and the Departmental or Government-funded Agency workers are presented in such a way that foster parents are better equipped to do their job.

Foster parents living in country areas may not be able to attend training sessions. However country training is expanding and other methods such as books, articles and videos are available.

To find out what country training is available in your area, phone Foster Carer Recruitment Service on 9380 4960.



17. HEALTH

17.1 RESPONSIBILITY OF THE HEALTH OF CHILDREN IN CARE

If a foster child or young person becomes sick whilst in your care, you can take them to the doctor without permission from their parent or Field Worker. Tell the Field Worker of your visit to the doctor and any treatment prescribed as soon as possible. If the child or young person is a non-ward their parents also need to be told.

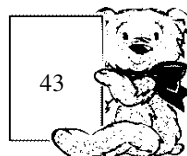
Foster parents cannot give consent for medical or dental treatment and should not sign as guardian for this. If a child or young person is not a ward, their parent/s must give consent. If the child or young person is a ward, contact your Field Worker or Crisis Care Unit after hours, for the Department to give consent. The Worker will arrange for approval from the Director General.

If the child or young person has a regular family doctor, they may continue with the same doctor, especially if they are in care for a short time.

In the case of wards, the Department is responsible for any medical, dental and pharmaceutical needs for the child or young person but must be approved before the expense is incurred. Ask for any health costs above the usual eg. wheelchair, orthodontic treatment, to be included in the Funding Plan that is part of the Care Plan. Keep all medical, dental and pharmaceutical receipts for reimbursement.

In the case of non-wards, you need to discuss with your Field Worker who is responsible for medical, dental or pharmaceutical costs. Ask for all health responsibilities to be included in the Funding Plan.

The child or young person's parents and Field Worker should be kept informed about the child's health.





17.2 MEDICARE CARD AND NUMBER

Medicare covers all children or young people in care.

If the child or young person is to be in care for less than a month, the Field Worker will provide you with their Medicare number. This number is sufficient to obtain a Medicare refund.

Children or young people who are wards and in care for more than a month should have their own Medicare card. The Field Worker is responsible for applying for the Medicare Card. The card goes with them when they go home, move to another placement or onto independent living.

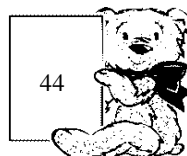
Non-wards in care for longer than a month should be issued with duplicate cards. Where access to the parent's card is not possible, the carer can apply to Medicare to obtain a duplicate card.

Children or young people in care must not be placed on the foster parent's Medicare card.

17.3 PRIVATE HEALTH COVER

If you have Private Health Cover for your family, you can include a child or young person in long-term care on your cover.

If you claim Private Health Care cover for a child or young person in your care, you need to seek approval via your Field Worker as to whether the Department will cover the difference between the refund and the account.



17.4 DENTAL

If possible foster parents should take children or young people in care to a local Dental Therapy Centre for free service.

Foster parents should discuss all dental treatment for children or young people in care with the Field Worker in advance of treatment, so approval for payment can be arranged. Parents of non-wards are expected to meet the costs of any dental treatment.

17.5 IMMUNISATION

Discuss with the Field Worker, and parent if appropriate, whether the child or young person's immunisation is up to date.

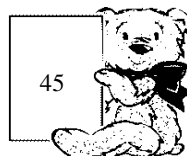
17.6 SMOKING

Foster families need to be aware of the increasing evidence of the serious effects of passive smoking.

Based on scientific evidence, the Foster Care Association of WA considers that smoking in the presence of children or young people is harmful to their health.

The Departmental Smoking Policy states that foster families are not to smoke in the vicinity of foster children or young people, both inside the home and in confined areas such as motor vehicles.

A copy of the Smoking Policy is available from your local Departmental office or the Foster Care Association.





18. EDUCATION

18.1 SCHOOL RECORDS

If the child or young person in your care is to attend a new school, the Field Worker should give you a letter with the child's name, date of birth and address for the School Principal.

School records from the previous school should be transferred to the new school. Ask the Field Worker to arrange this if necessary.

18.2 SIGNING OF FORMS FOR SCHOOL EXCURSIONS

It is necessary to advise the Field Worker if the foster child or young person is going on a school excursion or camp.

As a general rule, where the school requests the Parent or Guardian to sign a form and medical issues are involved, the child or young person's Field Worker or a Duty Worker must sign the form.

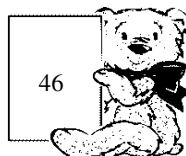
18.3 TRAVEL COSTS FOR SCHOOLS OUTSIDE YOUR AREA

The subsidy covers local school travel costs. However if the Care Plan is for the child or young person to attend a school outside your area, then, with prior approval, the Department should meet travel costs.

18.4 PRIVATE SCHOOL FEES

It is unusual for the Department to pay the costs of private school fees for the child or young person in your care.

However, if private schooling is seen to be appropriate for the child or young person in your care, costs will need to be discussed with the Field Worker and decided at a Case Conference or Care Plan Meeting.



18.5 BOOKLET 'FOSTER CARE.....A GUIDE FOR TEACHERS'

This booklet is aimed at helping teachers and principals understand the special needs of children or young people in care. Copies are available from the Foster Care Association. A copy can be given to teachers as appropriate.



18.6 IDA CURTOIS AWARDS AND SCHOLARSHIPS

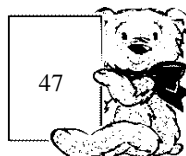
The Ida Curtois Awards and Scholarships are a joint venture between the Department and the Foster Care Association. They are awarded annually to young people, who have been removed from their family of origin, completed school and been accepted into further education.

In 2004 eight young people have received an award and four of them, a scholarship. Eligibility in 2004 was as follows:

- The applicant must have been placed in care by the Department for at least 12 months during their secondary schooling.
- The applicant will be aged up to 25 years.
- The applicant will be eligible to enter a post secondary institution.
- The applicant will meet the entry requirements of the tertiary institution or TAFE.
- The Scholarship only applies to students studying for their first formal qualification at University or TAFE.

The Scholarship can be used to cover items such as books, stationery, rent, incidentals and any item required for the course.

Any Departmental or Government-funded Agency worker or foster parent can make nominations. Enquiries for nomination should be made early in the year to your Field Worker, DCD Central Office on 9222 2555, or contact the Foster Care Association on 9388 1911.



19. FINANCES AND REIMBURSEMENTS

19.1 DEPARTMENTAL SUBSIDY

19.1.1 What is the basic Subsidy for?

It covers everyday costs of caring for a child or young person, such as food, electricity, toiletries, transport and educational incidentals such as extra pencils.

The subsidy is not declarable income and therefore does not affect any State or Commonwealth Department eg. Centrelink or Taxation Office.

19.1.2 What if the Subsidy does not arrive?

Check that the Field Worker has forwarded the Placement and Subsidy Authorisation Form to Subsidies, Head Office.

19.1.3 Initial Clothing Allowance:

The Initial Clothing Allowance is a one-off payment when the child or young person first comes into care. It does not apply when the child or young person moves to another foster family.

19.1.4 Clothing Allowance:

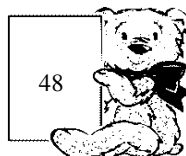
The Clothing Allowance is paid to all children or young people in Departmental Foster Care and Government-funded Agency Group Care. It is paid 3 times a year, in January, May and September.

This allowance does not cover school uniforms or non-basic footwear, which are claimed separately after approval by the Field Worker.

The Clothing Allowance may be affected if a young person is working or receiving a Centrelink payment.

19.1.5 Respite Care Subsidy:

Foster parents are entitled to four days respite per calendar month, dependant upon availability of respite carers, before the subsidy is affected. If you are providing respite care for either a parent or another foster parent, you will be paid for the days on which the child or young person arrives and leaves as well as the ones in between.



19.1.6 Special Needs Loading:

Some children or young people have greater care needs due to disability or emotional trauma, requiring extra levels of care and additional daily costs for medication, transport, special foods, etc. Payments are discretionary and flexible so that they meet the individual needs of the child or young person.

The Special Needs Loading may be a one-off payment or a regular payment for ongoing special needs. You may also be entitled to a Child's Disability Allowance, which is a Centrelink Commonwealth payment.

Special Needs should be identified and included in the Care Plan prior to entering a placement. Approval lies with the District Manager and will be for a maximum of 12 months. Continuation of the payment will require a new application.

19.1.7 Emergency Placement Subsidy:

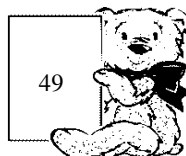
Subsidy payments for an emergency placement of less than one week are paid for the full week. This does not include regular respite arrangements.

If the placement is for more than a week, the subsidy is calculated for the exact amount of days and includes the day on which the child or young person comes into your care and the day they leave your care.

19.1.8 Movements:

Clothing – Where clothing has been purchased with the Clothing Allowance, the foster parent should ensure that the clothing is available for the child or young person to take with them when they leave.

Subsidy - When a foster child or young person leaves your care, please advise Subsidies, Head Office on 9222 2603.



19.1.9 Opening Bank Accounts:

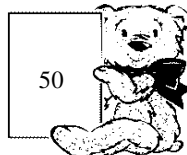
Only the Director General or her delegate, as guardian of the child or young person, can open a bank account for a foster child or young person. The foster parent is neither parent nor guardian.

When opening bank accounts for wards, the DG's delegate should produce the wardship order as evidence of guardianship. The delegate must be the one to open the bank account and keep information on the ward's bank accounts/money to enable the DG to manage the money properly.

19.2 FOSTER PARENT INSURANCE

Foster parents should take the following into account when making an insurance claim through the Department, for any damage caused by a child or young person placed by the Department:

- ❖ Advise the child or young person's Field Worker of any incident
- ❖ Claim forms are available from the Field Worker via the Administration Bureau
- ❖ Claims must be for a specific event; giving date and location
- ❖ Wear and tear is not allowable
- ❖ Lodge the claim as soon as possible after the event, within 30 days
- ❖ Quotes or receipts for repair or replacement should accompany the claim
- ❖ Claims should state clearly who should be paid for damage eg. the foster parent
- ❖ Queries should be directed to the Field Worker or the Practice Development Officer (Children in Care) Ph: 9222 2719



20. ASSESSMENT, REGISTRATION AND LICENSING

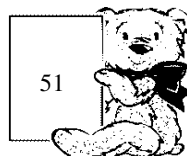
20.1 CENTRAL FOSTER CARER REGISTER OF WESTERN AUSTRALIA

A Register of all foster parents in W.A. has been established to provide a central information database for the State Government and selected Government-funded agencies.

The Register is a child protection strategy and the information will be used as part of the screening and assessment process for foster parent applications, either with Government or Government-funded agencies.

The Register records each application, the result of the application, any subsequent registration and any changes to a person's foster parent status or personal details.

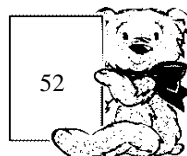
Consent is obtained from the applicant before details are recorded, and strict procedures are used to ensure confidentiality. Foster parents or applicants can request to view their own details recorded on the register. For further information about the register contact the Department for Community Development and ask to contact *The Custodian, Central Foster Carer Register of Western Australia*.



20.2 DEPARTMENTAL RECORDING OF FOSTER CARER REGISTRATION

The various categories for recording foster parent Registration are as follows:

- GENERAL – Foster parents available to care for children or young people with whom they have no pre-existing relationship.
- RELATIVE – Where foster parents have a pre-existing relationship with the child or young person before they apply to foster. They are not available or registered to care for other children.
- GROUP HOME – Foster parents who care for children or young people in a Departmental group home.
- WITHDRAWN – Can be used either at the request of the foster parent or as a decision by Departmental workers, though does still allow them to be re-assessed in the future to be given full Registration. Foster parents may choose for a range of valid reasons to discontinue fostering either permanently or temporarily. If permanently withdrawn, this should not be due to having a negative assessment but due to a mutual decision between the Department or Government-funded agency and the foster parent. If withdrawn on a temporary basis, this should be time limited and subject to re-assessment.
- UNDER REVIEW – This category is for foster parents who are subject to a departmental investigation due to a Child Maltreatment Allegation or where foster parents are not meeting the Department's competencies or minimum standards of care.
- UNAVAILABLE – When foster parents elect to have time out due to an extended holiday, a family crisis or a break to prevent burnout. This refers to short-term situations.
- DE-REGISTERED – Departmental or Government-funded Agency workers have assessed that the foster parent/s are unfit to care for any children or young people in the future, either due to a substantiated Child Maltreatment Allegation or not meeting competencies. If a couple is involved, the de-registration holds for both.



20.3 REVIEW OF FOSTER FAMILIES

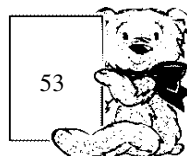
A review of registered foster families should occur at least every 12 months. The review is to:

- ❖ Keep up to date with any changes within your family
- ❖ Discuss any completed training and assess your training needs
- ❖ Discuss and evaluate your performance as a foster family
- ❖ Discuss what type of fostering your family prefers
- ❖ Evaluate the type of support given to you by the Department or Agency and whether this is appropriate for your needs
- ❖ Review your own support network, community involvement and your family commitment to current or future placements
- ❖ Criminal record checks must be repeated every 5 years. However, if foster parents are without foster children or young people in their care for 6 months or more, the checks are to be repeated prior to a new placement.

20.4 LICENCE TO FOSTER CHILDREN UNDER SIX YEARS OF AGE

Under Section 111 of the Child Welfare Act, foster parents must be licensed by the Department to care for a child under six, who is not a near relative. Ask the Field Worker for the appropriate form if you have not been licensed.

NOTE: This may change with the introduction of new legislation. Foster parents will be advised of any changes.



20.5 TERMINATION OF REGISTRATION AS A FOSTER PARENT

Registration can be terminated in three ways:

- You decide to retire because of your age, health or other reasons
- You decide to withdraw because it no longer suits your lifestyle
- You are deregistered by the Department or Agency because you no longer meet the requirements as a foster parent

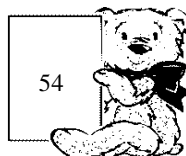
If termination of registration is due to deregistration the foster parent will be informed in writing of the reasons why the decision has been made, and this is endorsed by the Manager of the District. You have a right of appeal.

21. GRIEVANCES AND APPEALS

21.1 GRIEVANCE PROCEDURE

If you are dissatisfied with any decisions made by the Department you can follow the Grievance Procedure, contact the Case Review Panel (if your grievance involves a decision made at a Departmental Planning Forum), contact the Foster Care Association or contact the Consumer Advocate.

The Grievance Procedure can be used for grievances concerning children who are wards or non-wards.



Order of steps in the Grievance Procedure:

- ❖ Discuss the matter with the Field Worker
- ❖ If the issue is not resolved, discuss with the Team Leader
- ❖ If still not resolved, approach the District Manager
- ❖ Then the Director General
- ❖ You then have the option of contacting the following:
 - Your Local Member of Parliament
 - The Minister for Department of Community Development
 - The State Ombudsman

Points to remember:

- ❖ Put your grievance in writing and request written responses
- ❖ Refer to your placement diary for relevant information such as the names of people you spoke with, interviews, discussions and telephone conversations
- ❖ Be sure you are clear about facts and issues

At any stage of your problem or grievance you can approach:

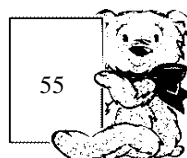
- ❖ The Foster Care Association is available to talk about your problem, discuss where to go for help or go with you to meetings.
Contact the FCA on 9388 1911; Country callers 1800 64 1911
- ❖ The Consumer Advocate Ph: 1800 013 311 or 9222 2594

21.2 CASE REVIEW PANEL

What is the Case Review Panel?

It is an independent panel, which can review decisions made at Departmental Planning Forums for children or young people in care who are wards or in departmental care, where a person significant in the child or young person's life believes the plan or points of it are not in their best interests.

The Panel cannot hear appeals on matters that are court or ministerial decisions, including wardship and extension of wardship.

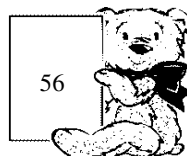


Who can ask the Case Review Panel to review a Planning Forum decision?

Any person who can satisfy the Board Chairperson that he/she has a significant relationship to a child or young person; eg. A foster parent, parent or another relative can request a hearing if they believe the decision made is not in the child or young person's best interests.

How do I make a request to the Case Review Panel?

- When you receive the Conference Plan or Care Plan you will receive a brochure about the Case Review Panel.
- Inform the Chairperson of the Planning Forum directly after the forum of your intention to lodge an application with the Case Review Panel.
- Arrange a meeting to discuss your concerns with the Chairperson of the Planning Forum. Sometimes this is enough to resolve your concern about the Case Conference decision. ***The Case Review Panel will not consider your application unless you have had this discussion.***
- Formal application to the Case Review Panel must be made within 14 days of receiving the plan, however under certain circumstances the Chairperson of the Panel will allow some flexibility to the 14-day rule. Application forms are available from your local Department Office or from the Case Review Panel by phoning (08) 9222 2953.
- It is necessary that you speak with the Chairperson of the Planning Forum to advise that you are appealing, before you lodge your application with the Case Review Panel.



Who decides if there will be a Review by the Case Review Panel?

The Chairperson of the Panel decides if there will be a Review. If your application is successful a hearing will be held within 30 days. If it is not successful you will be advised within 14 days.

What happens when the Panel makes a Recommendation?

The Panel is responsible to the Director General and can make recommendations to the Director General to either support or change a Planning Forum decision.

21.3 CONSUMER ADVOCACY SERVICE

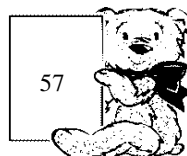
The Consumer Advocacy Service will assist you when you have attempted to have a matter dealt with locally and have been unsuccessful, and you consider your concerns will not be listened to.

The Service is to ensure that the concerns raised are responded to as quickly as possible. Workers will assist you to identify the primary issue and ensure that legislation, policy and procedures have been adhered to. If correct procedures have not been followed recommendations will be made to facilitate a resolution of the complaint.

The Service has no direct decision-making powers and cannot make or change case decisions or plans, but may make recommendations and suggestions to resolve the complaint.

If you feel that the Consumer Advocacy Service has been unable to resolve your complaint you can have the matter further reviewed by contacting the Minister for the Department for Community Development, or the State Ombudsman.

- *Contact the Consumer Advocate on 1800 013 311 or 9222 2594*

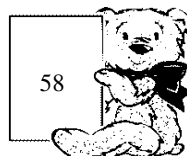


22. CENTRELINK

In any instance where a child or young person or a foster parent may be eligible for a Commonwealth Allowance or Benefit, a claim form must be lodged with Centrelink.

Contact your local Centrelink Office for information on eligibility on the following benefits:

- * Austudy or Abstudy
- * Carer Allowance
- * Double Orphans Pension
- * Family Assistance
- * Family Tax Benefit
- * Health Care Card (all children in Departmental care who are wards are entitled to a Health Care Card)
- * Mobility Allowance
- * Parenting Payment
- * Rent Assistance
- * Special Benefit
- * Youth Allowance



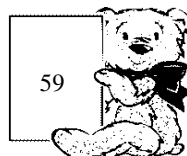
23. CONCLUSION

As stated in the introduction, this handbook provides a range of information with the purpose of providing foster families with knowledge of how to deal with issues as they arise and where to turn to seek help if necessary.

The handbook may not cover every possible situation.

It is acknowledged that caring for vulnerable children and young people can be challenging as well as rewarding and requires incredible dedication.

It is hoped that this handbook will support foster families, Departmental staff and Government-funded agency workers in working collaboratively towards providing a safe and caring Foster Family environment.



24. GLOSSARY

Aboriginal and Torres Strait Islander Child Placement Principle:

The Aboriginal and Torres Strait Islander Child Placement Principle was introduced to enhance and preserve Aboriginal and Torres Strait Islander children or young person's sense of identity. It ensures that Aboriginal and Torres Strait Islander children and young people are maintained within their own biological family, extended family, local community, wider indigenous community and culture.

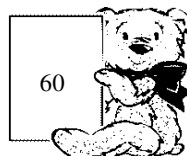
Prior to the placement of an Aboriginal or Torres Strait Islander child or young person with non-Aboriginal or Torres Strait Islander foster families, the Director General's approval must be sought by the Field Worker. This approval must occur prior to a planned placement or within 48 hours of an emergency placement.

Assessment and Action Records:

Designed to assess the quality of care that children and young people receive and their progress at regular intervals. They are helpful because they focus on issues that are important to be addressed so that successful outcomes are achieved for the child or young person in care. Foster parents have a very significant role in the lives of children or young people in care and therefore are a very important part of the process. These records are to be completed jointly by the child or young person, where appropriate, the foster parent and the Field Worker.

Care Plan Meeting:

A formal meeting initiated by the Department to bring together significant persons to discuss the child or young person's needs and to decide on a plan of action for the child or young person in care. This should be held prior to a placement or no longer than 28 days after placement in the case of an emergency. Foster parents should be invited to attend and participate in this process.



Case Review Panel:

Is an independent panel that can review decisions made at a Case Conference for children or young people who are wards.

Central Foster Carer Register of Western Australia:

A Central Register has been developed which lists all current foster parents in Western Australia including Government-funded agency foster parents.

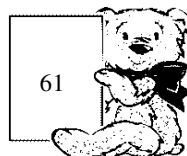
This Register will hold contact details of all foster parents and will be updated to ensure that the data is current, accurate and kept confidential. It will identify the agency foster parents are registered with and the children placed with them. Foster parents who have ceased caring will also be recorded on the register.

The Register will ensure that all new foster care applicants are screened and that they meet current standards and identified competencies.

The sharing of carer information will be restricted to the purpose of screening only. Information about foster parents and protection of their personal details will be treated with strict confidentiality.

Children in Care:

“Children in Care” refers to placements where a child or young person is unable to live with their family for a period of time. The goal is family reunification, or for older youth, independent living. Types of placements include Emergency Care, Respite Care, General Foster Care, Relative Care (with extended family or non-relatives) or Group Care (with group homes or hostels). Alternative Care relates to those placements where the need is for longer term care. Examples of such care are Long Term Foster Care, Guardianship or Adoption.



Contact:

The foster child or young person's contact with his/her family. Contact can be visits, letters, and telephone calls. The Field Worker in liaison with the child, the foster family and the child or young person's family arranges contact times. Contact can occur with parents, brothers and sisters, grandparents and other extended family.

Case Conferences and other Planning Meetings:

These are held to plan for major events in the life of a child or young person in care.

CREATE Foundation:

CREATE is an organisation of young people in care, run with and for young people in care in Australia. Create aims to build community with all stakeholders in the child and family welfare system, to fulfil the following purposes:

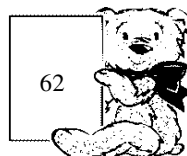
- To ensure all young people in care are respected, listened to and actively participate in decisions which affect their lives
- To provide all young people in care with opportunities to expand and enhance their life outcomes
- To empower all young people in care through a range of original programs and services to develop their individual talents
- To effect on-going comprehensive changes to State care systems for the benefit of all young people in care.

Contact CREATE on 9470 6155

**Cultural and Linguistic Diversity (CaLD) -
Child Placement Principle:**

The objective of this principle is to maintain a connection with family, culture and/or religion for children or young people, especially those from minority cultures and religions, who require a placement away from home.

In the decision-making process the views of the child or young person should be considered and the Department must have regard to and make every effort to adhere to the following, in order of priority:



- ❖ The child or young person is to be placed within the family of origin
- ❖ The child or young person is to be placed with a foster family from the same culture and religion
- ❖ As a last option, the child or young person is to be placed in a placement that is accepting and respectful of the specific cultural and religious needs of the child.
- ❖ Should placement with a foster parent who is not from a similar culture and religion and who is not a family member be required, such placement will require:
 - Permission of the Director General
 - A plan to ensure ongoing affiliation for the child or young person with family and ensure that cultural and religious connections are consistently maintained.

Customer Purchase Order (CPO):

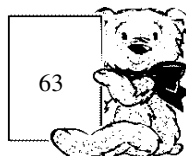
A Government voucher issued by the Field Worker to the foster parent for the purchase of goods and/or services. The CPO cannot be used in more than one store and **ONLY AT THE STORE NOMINATED ON THE VOUCHER**. The store cannot issue change for any remaining amount not spent.

Department:

The Government agency which provides services to families and communities, including foster care and other family and community services.

Duty of Care:

A duty to take reasonable care to avoid acts or omissions that can be reasonably foreseen to be likely to injure a person for whom the Department has a responsibility, or some relationship. A duty of care can be breached either by action or inaction. **Injury** refers to physical and/or psychological harm caused to a person because of the Department's unreasonable action or inaction.



Family Meetings:

From time to time the Field Worker may convene a special meeting with members of the child's family. These are referred to as Family Support Meetings or Family Group Conferences.

Field Workers:

The Departmental Worker responsible for case management of the child in care, may be referred to as – Field Worker, Case Manager or Case Worker. The Worker liaises between the child or young person's family and the foster family and any other person involved in the case.

Foster Care:

Planned family, community, kinship or residential based care for children or young people who are unable to live with their family for a period of time.

Foster Parent / Family:

A person who has been assessed and registered to give day-to-day care of a child or young person placed by the Department for Community Development or Government-funded Agency.

Government-funded Agencies:

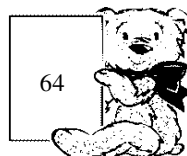
The Government-funded agencies that provide services to families, including foster care are as follows:

➤ **Anglicare Teenshare –**

Teenshare, a program of Anglicare WA has provided foster care in WA for 20 years. Young people aged 12 to 17 years benefit from placements that provide a safe, caring and supportive environment during times that they are unable to live at home.

Teenshare care options are:

- Emergency/short term
- Medium/long term.



➤ **Crossroads West –**

An Independent Living Program that offers accommodation for young people aged between 17 and 21 years. It is predominantly a life skills program with young people committing to work with a Youth worker to enhance living skills and look at employment and education. Young people can reside in the units for up to 12 months.

➤ **Djooraminda –**

Djooraminda provides residential care for Aboriginal children who are assessed by the Department to be in need of Out of Home care. These children are housed in community-based cottages situated in residential areas. There are 5 cottages in the metropolitan area with each cottage accommodating up to 6 children. The cottages are staffed by Aboriginal cottage carers who care for the children in a family environment.

➤ **Mercycare –**

An organisation over 100 years old, operating under the auspices of the Sisters of Mercy and the Catholic Church, and providing a large network of services supporting the community of WA.

Mercycare care options are:

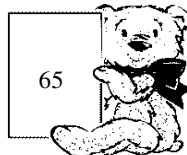
- Medium to long term (more than 6 months) in the Perth area for children aged 0 to 17 years
- Respite and holiday care for children in long term foster care.

➤ **Mofflyn –**

Mofflyn is part of the Uniting Care group of agencies. The 'Futures' program provides long-term foster care for children with disabilities who cannot remain in the care of their own families. It is based on the belief that the needs of all children, including those with disability, are generally best met in a family environment.

'Futures' provides foster care for children:

- Aged 12 or under
- Aged over 12 may be considered on an individual basis
- Registered with the Disability Services Commission
- With significant care needs as a result of disability
- Funding arrangements confirmed



➤ **Parkerville Children's Home –**

Caring for Western Australian children for over 100 years, an Anglican organisation providing medium to long term care for children and young people aged 0 to 18 years.

A choice of care:

- Community Carers- provide long term 'foster type' care for children who have lived in residential care and are unlikely to return home.
- Holiday Hosts – provide long term community based relationships (involving friendships and visits) for children living in Parkerville Children's Home care.
- Cottage parents- employed to care for up to 6 children living in purpose-built homes.

➤ **Wanslea –**

Wanslea Family Services is a non-denominational organisation that has served Western Australian families and children for 60 years. Wanslea provides foster care for children aged 0 to 12 years.

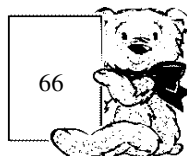
There are two care options:

- Foster care in an emergency or a crisis with some placements going on for a short term
- A program offering on-going foster care to children needing an intensive service.

➤ **Yorganop –**

Yorganop provides a service which gives effect to the Aboriginal and Torres Strait Islander Child Placement Principle, which aims to ensure that any placement of an Aboriginal child in out of home care is as successful as possible. This is through recruitment, assessment, training and support of Aboriginal foster carers. Yorganop works towards reunification at all times.

Yorganop's policy is to approach family members first to care for the child, and where not possible, to place the child with a Yorganop carer. Carers receive support, training and counselling as required from a Yorganop worker.



Guardianship - (for Children in Care):

Where the Children's Court has found a child or young person in need of care and protection, they place that child under the guardianship of the Director General for a period of time. Alternatively, a person other than a parent can seek guardianship of a child through the Family Court.

Guardianship gives legal responsibility for the ongoing care of a child or young person to an individual or couple for the Department. If foster parents have guardianship this allows them to make significant decisions on behalf of the child or young person and gives them responsibility for them. Guardianship does not reduce the child or young person's relationship with his/her biological parent/s.

Looking After Children:

Looking After Children (LAC) is a case management system that involves recording, planning and assessment processes designed to assist users in identifying and responding to the care needs of children and young people in supported care.

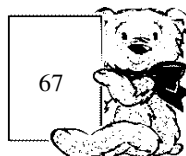
It includes the child's information forms, Care Plan, Day to Day Care Arrangements, and Action and Assessment Records.

The LAC focuses on developmental needs of children in these areas:

- * Health
- * Education
- * Emotional and behavioural development
- * Identity
- * Family and social relationships
- * Social presentation
- * Self care skills

Non-ward:

A child who is placed in care by workers of the Department or Agency. The legal guardianship and custody remains with the child or young person's parent/s, or the person nominated by the Children's Court.



Reviews:

There are a number of different review systems and names for meetings held to review a plan for a child or young person in care.

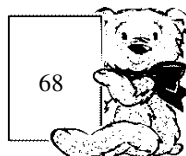
Subsidy:

A sum of money which assists the foster parent to care for the child or young person. The subsidy is not an income and therefore is not taxable, nor does it effect any benefit you may be receiving. It covers expenses involved in caring for a child or young person such as food, water, electricity, heating, local transport, outings, entertainment, haircuts, small toys, personal hygiene items, non prescriptive medical and pharmaceutical items, and incidental expenses for education, leisure and hobby activities.

TYPES OF FOSTER CARE:

There are different categories to describe the different types of foster care. They include:

- **Emergency Foster Care**
Placements should not exceed 28 days.
- **Short Term Foster Care**
Placements are between 28 days and 6 months.
- **Long Term Foster Care**
Some placements can continue for years. Children can bplaced back with their family even after very long periods in care.
- **Community Care / Kinship Care**
Another term for children who are cared for by community-based or family-based Government-funded Agencies.
- **Relative Care**
If at all possible, the child is placed with relatives as the first option. This category includes neighbours, family friends and extended family. Relative carers are not considered to be foster parents by the Department and the same standards and procedures for training and reviews do not apply to them.



➤ **Pre-adoptive Foster Care**

During the time that adoption is being arranged for a child, the child is placed in the pre-adoptive foster care program organised by Department for Community Development.

➤ **Self Selected Care**

When a child or the family of a child or young person, selects a placement option themselves that is outside of their family, which the Department has not approved. The placement is not with a relative or person who has a close relationship with the family.

➤ **Shared Care**

Where the foster parent provides care as necessary when the child or young person's parent/s are not able to look after them for periods of time.

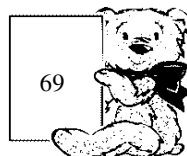
➤ **Respite Care**

Is available to the child or young person's parents to give the parents a break. The child is away from home for short periods of time only. Respite care is also available to foster families who may need a break from fostering a child from time to time.

Foster parents are entitled to 4 days respite per calendar month. Respite care can be a regular event or one off, and ideally are part of a formal plan, and depends on availability of respite foster parents and priority of need.

➤ **One-to-One Intensive Foster Care Program**

The One to One Program is a specialised fostering service within the Department that recruits, assesses and trains suitable people to care for children and young people with very difficult to manage behaviours. Children referred to One to One have usually experienced some form of abuse or trauma and therefore can display high risk taking behaviour.



Couples and singles are welcome, however it is preferred that there are no young children living in the home. The selected carers are provided with intensive training, and given ongoing support.

The program provides long term placements for young people aged 10 to 17 years.

- Contact One to One Program on 9286 5207 or 9295 9000

➤ **Spectrum**

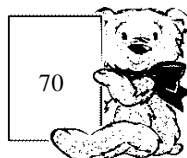
Spectrum is a holistic, intensive, foster care program for children aged 12 years or younger who are unable to live with their parents or guardian. It is targeted at children with complex needs who have experienced multiple placements in out of home care and are part of a sibling group of up to four who have been assessed as being appropriate to be placed together.

As these children have challenging behaviours or high needs, foster carers receive a high level of support, training and remuneration.

- Contact the coordinator of Spectrum on 9245 3871

Ward:

A child or young person is known as a ward when the Children's Court determines that a child or young person is in need of care and protection of the Department. The Director General of the Department becomes the legal guardian and has custody of children or young people who are known as wards.



25. DEPARTMENTAL CONTACT DETAILS

HEAD OFFICE	9222 2555
CRISIS CARE UNIT	9223 1111 1800 199 008
FOSTER CARER RECRUITMENT SERVICE	9380 4960 1800 024 453
ONE TO ONE	9286 5207 9295 9000

METROPOLITAN OFFICES:

NORTH DIVISION

JOONDALUP	9301 3600
MIRRABOOKA	9344 9666
PERTH	9214 2444
WARWICK	9246 6111

EAST DIVISION

ARMADALE	9497 6555
CANNINGTON	9351 0888
MIDLAND	9274 9411

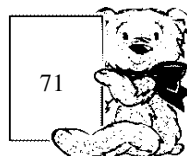
SOUTH DIVISION

FREMANTLE	9431 8800
MANDURAH	9535 6688
ROCKINGHAM	9527 0100

COUNTRY OFFICES:

NORTH DIVISION – KIMBERLEY

BROOME	9192 1317
DERBY	9191 1577
FITZROY CROSSING	9191 5002
HALLS CREEK	9168 6114
KUNUNURRA	9168 0333
KIMBERLEY DISTRICT SUPPORT	9192 8111



NORTH DIVISION – MURCHISON

GERALDTON	9921 0768
CARNARVON	9941 1244
MEEKATHARRA	9981 1104

NORTH DIVISION – PILBARA

KARRATHA	9185 0200
NEWMAN	9175 1051
ONSLOW	9184 6005
PARABURDOO/TOM PRICE	9189 1592
PORT HEDLAND	9173 1877
ROEBOURNE	9182 1208

EAST DIVISION – GOLDFIELDS

ESPERANCE	9071 2566
GOLD FIELDS DISTRICT SUPPORT	9022 0700
KALGOORLIE	9022 0700
LAVERTON	9031 1104
LEONORA	9037 6132
NORSEMAN	9039 1129

EAST DIVISION – WHEATBELT

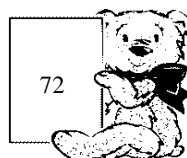
KELLEBERRIN	9045 4203
MERREDIN	9041 1622
MOORA	9615 1100
NARROGIN	9881 0123
NORTHAM	9622 3144
SOUTHERN CROSS (P/T)	9049 1016
WHEATBELT DISTRICT SUPPORT	9622 0170
WYALKATCHEM (P/T)	9681 1396

SOUTH DIVISION – GREAT SOUTHERN

ALBANY	9841 0777
KATANNING	9821 9000

SOUTH DIVISION – SOUTH WEST

BUNBURY	9726 7000
BUSSELTON	9752 3666
COLLIE	9734 1699
MANJIMUP	9771 1711



**26. GOVERNMENT-FUNDED AGENCY CONTACT
DETAILS**

ANGLICARE TEENSHARE	9325 7033
CROSSROADS WEST	9328 1600
DJOORAMINDA	9378 2522
MERCYCARE	9442 3444
MOFFLYN	9458 5333
PARKERVILLE	9295 4400
WANSLEA	9245 2441
YORGANOP	9321 9090

