



PSP Service Provider

Requirements for Care Workers Supervising Alternative Care Arrangements (ACA)

Clause 31B of the Children and Young Persons (Care and Protection) Regulation 2012 states that:

- A designated agency may, in an emergency, authorise a natural person as an authorised carer
- A designated agency must not authorise a person under this clause unless the agency has determined that the person is capable and suitable to be an authorised carer.

Important notes:

- ACAs should only be sourced as a last resort
- Approval from Executive District Director is required
- Probity checks must be completed for each care worker
- Guidelines for the emergency authorisation of staff and contractors are available on the Office of the Children's Guardian website.

CHECK	PROCEDURE	TIMEFRAME FOR COMPLETION	TIMEFRAME FOR DOCUMENTATION TO BE ATTACHED TO CHILDSORY RECORD
1. National Criminal History Check	National Criminal history reports to be provided by the care worker or an original copy from their agency can be supplied. The check needs to be current within the last 12 months.	Prior to child or young person moving into ACA	Prior to child or young person moving into ACA
2. Verified WWCC Clearance	Verification of care workers' WWCC clearance number/s to be completed by the designated agency. WWCCs that have been verified by another external agency are not acceptable.	Prior to child or young person moving into ACA	Prior to child or young person moving into ACA
3. Suitability assessment	The designated agency is required to complete other checks/assessments as necessary to ensure suitability. It is strongly recommended that the below checks/assessments are used to assist in determining suitability: <ul style="list-style-type: none"> • 100 point identification check • Interviews of care workers • Referee checks of care workers • Care worker authorisation assessment • Care worker placement matching assessment • Childstory check • Thorough assessment of the ACA accommodation (including pool compliance) Please note, suitability assessments must be completed on each care worker for every ACA that they work at.	Prior to child or young person moving into ACA	Prior to child or young person moving into ACA