

File Transfer List

Child or Young Person File	Foster Carer File	Relative/Kin Carer File
Required Items		
<ul style="list-style-type: none"> • Child/Young Person Case Transfer Form (see attachment A) to be completed • Child Assessment Tool (CAT) or Report (in the new version) • Initiating care application and supporting affidavit • Care plan • Final or Interim court order (only the most recent) and other current court orders from any jurisdiction • Original birth certificate • Genogram 	<ul style="list-style-type: none"> • Carer Case Transfer Form (see attachment B) to be completed • Foster carer assessment including confirmation of Aboriginal status if applicable • Home safety assessment • Medical checks • Reference checks • Initial training record • Authorisation letter • Signed Code of Conduct • Confirmation of placement letter for each child/young person in placement • Working with Children Check (WWCC) clearance letter from the Commission for Children and Young People* • Carers' declaration which is part of the WWCC application form 	<ul style="list-style-type: none"> • Carer Case Transfer Form (see attachment B) to be completed • Relative/kin carer assessment • Authorisation letter • Signed Code of Conduct • Confirmation of placement letter for each child/young person in placement • Working with Children Check (WWCC) clearance letter from the Commission for Children and Young People* • Carers' declaration which is part of the WWCC application form
Additional items that will be provided if available on file or on KiDS and less than 12 months old		
<ul style="list-style-type: none"> • A case plan/review • Reports for court proceedings such as developmental surveys, psychological reports, medical reports and clinical notes for treatment** • Reports produced at the request of the Secretary, FACS 		

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<p>(including specialist reports and Clinical Issues Unit reports)</p> <ul style="list-style-type: none"> • Section 82 and 76 reports to the Children's Court • Health assessments, specialist reports and/or reviews • Education Assessments/Individual Education plan 		
Additional items that will be provided if available on file or on KiDS		
<ul style="list-style-type: none"> • Child or young person's Medicare Card • Child or young person's Health Care Concession Card • Immunisation history • Client Information Form (CIF) • Notifications of s149B-K decisions • If applicable, documents re JJ involvement, bail conditions, AVOs • Original letters and photos and available life story work including baptism certificates, school certificates • If applicable, records of relevant consents for the use of psychotropic medication as a restricted practice and reviews • If applicable, Behaviour Management Plan • Any previous history summaries e.g. file 	<ul style="list-style-type: none"> • File note in KiDS re National Criminal History Check (NCHC) assessment decision (do not provide the NCHC) • Notifications of s149B-K decisions • Letter to carer re any suspensions, de-authorisations and changes in authorisation conditions • Decisions of the Administrative Decisions Tribunal • Finalisation Letter from Reportable Conduct Unit • Carer development plan • Annual carer reviews 	<ul style="list-style-type: none"> • File note in KiDS re National Criminal History Check (NCHC) assessment decision (do not provide the NCHC) • Notification of s149B-K decisions • Letter to carer re any suspensions, de-authorisations and changes in authorised care conditions • Decisions of the Administrative Decisions Tribunal • Finalisation Letter from Reportable Conduct Unit • Home safety assessment • Medical checks • References checks • Initial training record • Carer development plan

Child or Young Person File	Foster Carer File	Relative/Kin Carer File
<ul style="list-style-type: none"> review • Most recent school reports • If the child or young person has a <u>current</u> physical, behavioural or mental health condition – provide all related specialist reports and assessments (not Children’s Court Clinic report) • Victims of crime audit or referral request for audit • Original Blue Book • Cultural Plan if applicable • If applicable, Teenage Education Payment application 		<ul style="list-style-type: none"> • Annual carer reviews

* If the WWCC records or a file note of the outcome are not held on file or KiDS, CS will ask the Commission for Children and Young People’s (CCYP) WWCC team to review the foster carer or relative carer’s records. If WWCC records are held, CCYP will send a copy of the clearance letter to CS for forwarding to the agency. If it is found a WWCC was not completed, CS must arrange for a WWCC to be done by CCYP before transfer.

** The following information and documents can not be provided to NGOs with case management:

- Third party personal information (i.e. medical history of birth family not immediately relevant to the care of a child or young person)
- Court documents such as Children’s Court Clinic Report (Children’s Court documents can only be provided if the Children’s Court agrees to release the document)
- Documents subject to legal professional privilege (i.e. privileged communications between a client and its legal representative)
- Information that identifies the name of could lead to identifying the name of a reporter. All documents provided to a NGO with case management must

be de-identified by deleting any information identifying a person who has made a risk of significant harm report.