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# *PSP Away from Placement notification*

*For further information, refer to the PSP Away from Placement policy (September 2021).*

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| **Notification** – *completed by the service provider* *to notify an away from placement event, attached to ChildStory Whereabouts* |

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| **Child’s details** |
| Child / young adult name |       | Date of birth | Enter date |
| ChildStory identifier |       | Address/es *Current or possible whereabouts.* |       |
| Indigenous / CALD status |       | Gender  | Choose a gender |
| Disability *(if applicable)* |       | Medication *(if applicable)* |       |

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| **Case management details** |
| Service provider - ***primary*** case responsibility |       | Nominated unit - ***secondary*** case responsibility |       |
| Service provider contact name and position |       | Nominated unit contact name & position (*manager casework)* |       |
| Telephone  |       | Telephone  |       |

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| **Away from placement event** |
| Event type  | Choose event type | Event date | Enter date |
| Brief narrative of event*What occurred? Where is the child* *or young adult now? Is it likely they’ll return to placement?* |      *Note: For absence without carer permission for over 24 hours, multiple absences within the same Away from Placement period (up to 4 weeks) do not require multiple notifications.* |

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| **Placement details** |
| Placement type | Choose placement type | Placement address |       |
| Authorised carer name*Foster care only* |       | Key worker name *ITC / res care / ICM / IPA / ACA / SIL/TSIL* |       |
| Date child / young adult first entered placement | Enter date | Date child / young adult left placement | Enter date |

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| **ChildStory Partner** *– record is used to determine service provider funding* |
| Whereabouts record created?  | Yes or no | ChildStory Whereabouts ID | PLA-      |

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| **Case planning details** |
| Case plan goal | Choose CPG | Date of case plan review | Enter date |
| Behaviour Support Plan? | Yes or no | Date of BSP review *(if applicable)* | Enter date |

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| **Details of mandatory reporting** |
| Date reported to NSW Police *(if applicable)* | Enter date | COPS Event Number *(if applicable)* | Enter date |
| Mandatory Reporter Guide (MRG) Outcome | MRG outcome | Other information *(if applicable)* |       |
| Date reported to Helpline *(if applicable)* | Enter date | Helpline Ref. Number *(if applicable)* |       |

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| **Critical event** *– refer to PSP Critical Events policy* |
| Was away from placement event a critical event? | Yes or no | Date reported to DCJ district principal officer | Enter date |

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| **Prior planning** – *if away from placement event was planned or anticipated* |
| Nominated unit type consulted | Choose unit type | Nominated unit name |       |
| Date of consultation | Enter date | Name of nominated unit practitioner consulted |       |
| Summary / key issues |       | Summary recommendations |       |

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| **Response to away from placement event** |
| What actions were taken to respond to the away from placement event?*For example, what is being done to maintain contact with the child / young adult? Attach relevant records.* |       |
| What actions are being taken to support the child / young adult whilst away from placement? *Attach relevant records including case plan review, details of face-to-face contact, emails, phone calls.* |       |
| What actions are being taken to help the child / young adult return to placement? *Provide details of face-to-face and other interaction with child, their parents & family/kin.* |       |
| What actions are being taken to assess risk and implement a risk management plan?*Describe how risk is being continuously assessed and reviewed. Attach risk assessment & management plan.*  |       |
| Explain why return to placement is realistic and achievable. If not, what other placement options are being assessed? *Attach other evidence.* |       |

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| Notification approval  |
| Position | Name | Outcome | Signature or electronic approval | Date |
| Service provider manager or other delegate |       | Outcome |       | Enter date |
| Service provider manager comments (if any) |       |

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| (Optional) District response *– This section is optional and may be used to record aspects of the district response. Once completed or updated, (re)attach the AFP notification to (the same) ChildStory Whereabouts.*  |

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| ChildStory Queue |
| Whereabouts record checked (in ChildStory) | Yes or no | Date of (ChildStory) approval | Enter date |

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| Alternate assessment |
| Has or will an Alternate Assessment occur? | Yes or no | Rationale  | Choose rationale |
| Other rationale *(if applicable)* |       |
| Date Alternate Assessment commenced *(if known)* | Enter date | Date Alternate Assessment completed *(if known)* | Enter date |
| DCJ unit responsible for Alternate Assessment |       | Name of allocated DCJ Manager Casework |       |
| Date of PAC with service provider *(if known)* | Enter date | Name of service provider practitioner  |       |
| Description of Safety Plan *(if applicable)* |       |
| Outcome of Alternate Assessment *(if known)* |       |

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| Permanency goal review |
| Has a permanency consultation occurred? | Yes or no | Date of permanency consultation | Enter date |
| Current case plan goal (CPG) | Choose CPG | Recommended CPG*(if applicable)* | Choose CPG  |

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| **Complex Needs Panel** |
| Referral to district Complex Needs Panel (or equivalent) | Yes or no  | For Complex Needs Panel Agenda date | Enter date |

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| **Legal Action** |
| Is a Section 90 application required? | Yes or no | Expiry date of current order | Enter date |
| Proposed grounds and change in circumstances |       | DCJ unit responsible for proceedings |       |

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| (Optional) Referral Unit\* response *– This section is optional and may be used to record aspects of the referral unit response. Once completed or updated, (re)attach the AFP notification to (the same) ChildStory Whereabouts.*  |
| Whereabouts record noted (in ChildStory) |       | Date | Enter date |
| Referral unit comments*\*CAU, ICRU, CCOBS or other referral unit* |       |

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| **Attachments** *(select applicable)* |
| [ ]  Case file history (summary)[ ]  Initial or ongoing (away from placement) plan[ ]  Service provider risk assessment[ ]  Specialist assessments[ ]  Permanency/other consultation record[ ]  Details of family finding actions / amended genogram [ ]  Case review, case meeting, family group conference minutes | [ ]  Current case plan[ ]  Behaviour Support plan (BSP)[ ]  DCJ alternate assessment[ ]  If the child / young adult is detained, the court schedule, proposed schedule of visits and additional support to be provided.[ ]  If the child / young adult is in hospital, relevant medical records that detail diagnosis and treatment[ ]  Other:       |

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| **DCJ Mailboxes** |
| CFDU | Covering DCJ CSCs | Mailbox |
| Metro Central CFDU  | Burwood, Central Sydney, Chatswood, Eastern Sydney, Lakemba, Pennant Hills, St George, Sutherland | CFDU.metrocentral@facs.nsw.gov.au  |
| Metro West CFDU | Auburn, Blacktown, Blue Mountains, Hawkesbury, Lithgow, Mount Druitt, Parramatta, Penrith, St Marys | CFDUWS&NBM@facs.nsw.gov.au  |
| Metro South West CFDU  | Bankstown, Bowral, Macarthur, Fairfield, Ingleburn, Liverpool | CFDU.SouthWesternSydney@facs.nsw.gov.au  |
| Northern NSW CFDU  | Ballina, Clarence Valley, Lismore, Tweed Heads | NNSW.CFDU@facs.nsw.gov.au  |
| Mid North Coast CFDU | Coffs Harbour, Kempsey, Port Macquarie, Taree | CFDU.midnorthcoast@facs.nsw.gov.au  |
| New England CFDU  | Armidale, Glen Innes, Inverell, Moree, Muswellbrook, Narrabri, Tamworth | NewEngland.CFDU@facs.nsw.gov.au  |
| Hunter Central Coast CFDU | Cessnock, Charlestown, Edgeworth, Gosford, Lakes, Maitland, Mayfield, Peninsula, Raymond Terrace, Wyong | Admin.HCCCFDU@facs.nsw.gov.au  |
| Illawarra Shoalhaven CFDU  | Nowra, Shellharbour, Ulladulla, Wollongong | IllawarraShoalhaven.CFDU@facs.nsw.gov.au  |
| Southern NSW CFDU | Batemans Bay, Bega, Cooma, Goulburn, Queanbeyan, Yass | SouthernNSW.CFDU@facs.nsw.gov.au  |
| Western NSW CFDU | Bathurst, Bourke, Brewarrina, Cobar, Condobolin, Coonabarabran, Coonamble, Cowra, Dubbo, Mudgee, Orange, Parkes, Walgett | WesternNSW.CFDU@facs.nsw.gov.au  |
| Murrumbidgee/Far West CFDU | Albury, Broken Hill, Cootamundra, Dareton, Deniliquin, Griffith, Leeton, Tumut, Wagga Wagga, Willcania  | CFDUMurrumbidgeeFarWest@facs.nsw.gov.au  |
| Central Access Unit  | State-wide (ITC and Residential Care) | CentralAccessUnit@facs.nsw.gov.au  |
| Intensive Support Service (ISS) | State-wide | CSStateWideServices.ISS@facs.nsw.gov.au |