

## Carers Register Fact Sheet 3

### Information for designated agencies: what data is entered?

February 2015

#### About the NSW Office of the Children's Guardian (OCG)

The OCG is an independent, statutory authority committed to delivering better outcomes for children and young people in supported and statutory out-of-home care (OOHC). The OCG is a regulator - not a provider of care services.

The OCG accredits and monitors the performance of agencies that arrange statutory and supported OOHC and adoption services. The OCG administers the Carers Register, a database of persons authorised to provide or who apply to provide statutory or supported OOHC in NSW. Household members are also recorded on this database.

The OCG registers and monitors agencies that provide, arrange or supervise voluntary OOHC.

### The Carers Register

The Carers Register supports better information sharing between designated agencies in a secure environment. It is a secure, restricted access database which holds information about authorised carers, individuals who apply to become authorised carers and their household members (adults, young people and children). Children and young people in statutory, supported or voluntary OOHC are excluded.

It does not replace the detailed systems and processes used by designated agencies to assess applicant carers and their household members, and to authorise suitable individuals as authorised carers.

The Carers Register was established by the Office of the Children's Guardian (OCG) to promote the safety, welfare and wellbeing of children and young people in statutory or supported OOHC.

### Who enters and updates information in the Carers Register?

Designated agencies are responsible for entering carer application and authorisation information onto the Carers Register.

A Carers Register Guide is available from the OCG website at [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au).

The OCG maintains the Carers Register in accordance with the *Children's Guardian Act 2019* and the Children and Young Persons (Care and Protection) Regulation 2012.

## Information to be required to assess a new carer application

The system does not permit a designated agency to grant authorisation until the designated agency confirms that all mandatory carer and household member checks have been satisfactorily completed. Table 1 sets out the information requirements to assess an application for authorisation.

**Table 1: New Applications**

Household	Data requirements
Household address	Household address
Home inspection	Satisfactory/Unsatisfactory and date completed
Carer applicant	Data requirements
Title, gender, first name, middle name, last name	Title, gender, first name, middle name, last name
Other names	Other names
Date of birth	DD/MM/YYYY
Identifies as Aboriginal and/or Torres Strait Islander	<ul style="list-style-type: none"> <li>• Yes (Aboriginal/Torres Strait Islander/Both)</li> <li>• No</li> <li>• Unknown</li> </ul>
Working With Children Check (WWCC)	<ul style="list-style-type: none"> <li>• Application or clearance number</li> <li>• Expiry date</li> <li>• Status (Cleared or application in progress)</li> </ul>
Has the applicant been a carer interstate?	<ul style="list-style-type: none"> <li>• Yes/No</li> </ul>
Authorise this application for	Statutory foster care / Other care
WWCC requirements met	Satisfactory/Unsatisfactory and date completed
Identification check	Satisfactory/Unsatisfactory and date completed
National Police Check (NPC)	Satisfactory/Unsatisfactory and date completed
Community Services Check	Satisfactory/Unsatisfactory and date completed
Other designated agency check	Satisfactory/Unsatisfactory and date completed
Health Check	Satisfactory/Unsatisfactory and date completed
Two referee checks	Satisfactory/Unsatisfactory and date completed
Code of conduct sighted and signed	Satisfactory/Unsatisfactory and date completed
Pre-authorisation training conducted	Satisfactory/Unsatisfactory and date completed
Carer capability and suitability assessed	Satisfactory/Unsatisfactory and date completed
Applicant** decision	Approved* / Refused + / Withdrawn^

Household member	Data requirements
Title, gender, first name, middle name, last name	Title, gender, first name, middle name, last name
Other names	Other names
Date of birth	DD/MM/YYYY
Identifies as Aboriginal and/or Torres Strait Islander	<ul style="list-style-type: none"> <li>• Yes (Aboriginal/Torres Strait Islander/Both)</li> <li>• No</li> <li>• Unknown</li> </ul>
Working With Children Check (WWCC) (Adult Household members only)	<ul style="list-style-type: none"> <li>• Application or clearance number</li> <li>• Expiry date</li> <li>• Status (Cleared or application in progress)</li> </ul>
Identification check (16 years and over)	Yes/No
National Police Check (NPC) (16 years and over)	Yes/No
Community Services Check (16 years and over)	Yes/No
Application outcome*	Approved / Not Approved

\*Approved – first time carer (by the designated agency)

^Withdrawn – with concerns (by the applicant)

\*Approved – previously authorised (by a designated agency)

^Withdrawn – no concerns (by the applicant)

+Refused (by the designated agency) – suitability or probity guidelines not met

\*\*Applicant – an individual who has applied to a designated agency for authorisation to provide statutory or supported out-of-home care in NSW

+Refused (by the designated agency) – refusal due to agency specific policies

- Application – is used to describe the whole application (household details, applicant/s and household members) to provide statutory or supported out-of-home care in NSW

## Information required from existing authorised carers and their household members

Information about existing carers and their household members must also be entered into the Carers Register. This process is referred to as 'back capture.'

The information requirements are set out in legislation. Table 2 lists the information to be entered for authorised carers and their household members.

**Table 2: Authorised carers and their household members (back capture)**

Household	Data requirements
Household address	Household address

Authorised carers	Data requirements
Carer authorisation date	DD/MM/YYYY
Authorised for	Statutory foster care / other care
Carer authorisation number (generated by Carers Register)	CRCBXXXXXX
Title, gender, first name, middle name, last name	Title, gender, first name, middle name, last name
Other names	Other names
Date of birth	DD/MM/YYYY
Identifies as Aboriginal and/or Torres Strait Islander	<ul style="list-style-type: none"> <li>• Yes (Aboriginal/Torres Strait Islander/Both)</li> <li>• No</li> <li>• Unknown</li> </ul>
Working With Children Check	<ul style="list-style-type: none"> <li>• Application or clearance number</li> <li>• Expiry date</li> <li>• Status (Cleared or application in progress)</li> </ul>
Household member	Data requirements
Title, gender, first name, middle name, last name	Title, gender, first name, middle name, last name
Other names	Other names
Date of birth	DD/MM/YYYY
Identifies as Aboriginal and/or Torres Strait Islander	<ul style="list-style-type: none"> <li>• Yes (Aboriginal/Torres Strait Islander/Both)</li> <li>• No</li> <li>• Unknown</li> </ul>
Working With Children Check (WWCC) (Adult Household members only)	<ul style="list-style-type: none"> <li>• Application or clearance number</li> <li>• Expiry date</li> <li>• Status (Cleared or application in progress)</li> </ul>

## After authorisation, what information may be updated?

Changes to an individual's information (e.g. personal details or carer authorisation information) will be made using the Individual Management function in the Carers Register (see Table 3 for contents).

**Table 3 – Individual Management Function**

1. Change primary name
2. Add other name
3. Working With Children Check status updates or renewals
4. Community Services Check updates
5. Reportable allegations
6. Mark as deceased

7. Cancel* carer authorisation
8. Surrender+ carer authorisation
9. Suspend^ carer authorisation
10. Lift suspension or carer authorisation
11. Change authorisation type

\*Cancelled (by the agency) – with concerns

\*Cancelled (by the agency) – no concerns

+Surrendered (by the carer) – no concerns

+Surrendered (by the carer) – with concerns

^Suspended (by the agency)

Any changes to a household will be made using the Household Management function (for example, adding or removing an individual from a household). The contents are set out at Table 4.

**Table 4 – Household Management Function**

1. Add/edit an applicant or authorised carer
2. Remove (end date) an authorised carer
3. Add/edit a household member
4. Remove (end date) a household member
5. Change household address
6. Cancel a household
7. Suspend a household

## More information

Designated agencies received training on the administration of the Carers Register in early 2015. Information about the Carers Register is available from the OCG's website at [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au). If you have a question, please email

[carers-register@kidsguardian.nsw.gov.au](mailto:carers-register@kidsguardian.nsw.gov.au)

For information about the OCG's other regulatory responsibilities, including the Working With Children Check, Child Safe Organisations, statutory and voluntary out-of-home care, and adoption, please visit [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au)

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