

Carers Register Information Checklists

Information designated agencies must provide to carers, carer applicants and their household members

October 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 and 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.

Purpose of the information checklists

The Carers Register records the details of all authorised carers, individuals applying for authorisation (carer applicants) and individuals who live with a carer applicant or authorised carer. These checklists are to assist designated agencies to provide consistent information about the Carers Register including information that is collected, access controls and the roles and responsibilities of the OCG, designated agencies, authorised carers, carer applicants and their household members.

There are three checklists:

1. Checklist for authorised carers and their household members, individuals who are entered through the 'back capture' process (p2)
2. Checklist for carer applicants and their household members (p3)
3. Information that may be updated in the Carers Register after authorisation (p4).

Additional resources

Please also refer to the Carers Register fact sheets, available from the OOHC pages of the OCG's website at www.kidsguardian.nsw.gov.au:

- Fact sheet 1 Probity and suitability checks for carers and household members
- Fact sheet 2 Information for carers and household members: What data is recorded?
- Fact sheet 3 Information for designated agencies: What data is entered?
- Fact sheet 4 Information exchange between designated agencies

Additional Carers Register guidance and training materials are also available on the OCG's website.

1. Checklist for carers (and their household members) authorised before 15 June 2015

Authorised carer information	Date information was provided	Completed by (name of agency Officer)
What is the Carers Register?		
What is the role of the OCG in relation to the Carers Register?		
What is the role of designated agencies in relation to the Carers Register? What are agencies required to do?		
Whose details will be entered into the Carers Register and what information will be recorded?		
Who has access to Carers Register information?		
What information is exchanged under Chapter 16A* and how does this apply to the Carers Register?		
When is information entered into the Carers Register?		
Is consent required from authorised carers and their household members before information can be recorded in the Carers Register?		
Collect and enter information about authorised carer into the Carers Register		
Collect and enter information about household member into the Carers Register		
Authorisation completed and entered into the Carers Register. Receipt provided in PDF format to authorised carer.		

*Children and Young Persons (Care and Protection) Act 1998

2. Checklist for carer applicants and their household members

STEP 1: Carer applicant information	Date information was provided	Completed by (name of agency Officer)
What is the Carers Register?		
What is the role of the Office of the Children’s Guardian in relation to the Carers Register?		
What is the role of designated agencies in relation to the Carers Register? What are agencies required to do?		
Whose details will be entered into the Carers Register and what information will be recorded?		
Who has access to Carers Register information?		
What information is exchanged under Chapter 16A* and how does this apply to the Carers Register?		
When is information entered into the Carers Register?		
Is consent required from carer applicants and their household members before information can be recorded in the Carers Register?		
What happens if the carer applicant or household member withholds consent to enter their information into the Carers Register?		
STEP 2: Carer application stage	Date information was provided	Completed by (name of agency Officer)
Agency Officer to repeat information provided at STEP 1.		
Collect and enter information about carer applicant into the Carers Register		
Collect and enter information about household member(s) into the Carers Register		
STEP 3: Carer decision and authorisation	Date information was provided	Completed by (name of agency Officer)
Decision regarding carer applicant (approved/not approved)		
Outcome of application: authorisation approved/not approved		
Authorisation completed and entered into Carers Register. Receipt provided in PDF format to authorised carer.		

*Children and Young Persons (Care and Protection) Act 1998

3. Information that may be updated in the Carers Register after authorisation

Information about the individual	Date information was provided	Completed by (name of agency Officer)
Individual's details (first name, middle name, last name, identifies as Aboriginal and/or Torres Strait Islander)		
WWCC updates		
Community Services Check		
Reportable allegations		
Cancel, surrender, suspend authorisation		
Information about the household	Date information was provided	Completed by (name of agency Officer)
Add/edit carer applicant, authorised carer, household member from the household		
Remove carer applicant, authorised carer, household member from the household		
Cancel or suspend a household		
Change of address		

More information

Further information about the Carers Register is available from the OCG's website at www.kidsguardian.nsw.gov.au. If you have a question, please email 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

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