

# MODULE 1

# THE NSW CARERS REGISTER OVERVIEW



# The NSW Carers Register

## 1. The NSW Carers Register

### 1.1 Welcome



#### Notes:

Welcome to Module 1 of the NSW Carers Register Training Program.

This module will provide an overview of the Carers Register.

To move to the next slide click on the Next Button on the bottom right hand corner of the screen.

## 1.2 Course Navigation

The screenshot displays a presentation slide titled "The NSW Carers Register" from the Office of the Children's Guardian. The slide is part of a "Course Navigation" module. It features a main content area with a title "The NSW Carers Register" and two bullet points: "The Carers Register is a secure, restricted access database which holds information about authorised carers, individuals who apply to become authorised carers, and their household members." and "The system has been developed by the Office of the Children's Guardian to promote the safety, welfare and wellbeing of children and young people in statutory and supported out-of-home care." To the right of the text is an image of a man sitting at a desk with a laptop. The slide includes several interactive elements: a mouse cursor icon with the text "Click/tap next to continue." in the bottom left; a navigation bar at the bottom with arrows for "PREV" and "NEXT"; and a "Slide 1 of 5" indicator in the bottom right corner. The slide also features a red header bar with the NSW logo and the Office of the Children's Guardian name, and a similar header bar on the smaller inset image.

### Notes:

#### Course Navigation

While you are working through the module you can move backwards and forwards through the presentation, view the audio script or exit from presentation.

Click on each of the hotspots to learn more about these functions.

## 1.3 The NSW Carers Register

 Office of the Children's Guardian

The NSW Carers Register



### The NSW Carers Register

- The Carers Register is a secure, restricted access database which holds information about authorised carers, individuals who apply to become authorised carers, and their household members
- The system has been developed by the Office of the Children's Guardian to promote the safety, welfare and wellbeing of children and young people in statutory and supported out-of-home care.



 Click/tap next to continue.

Slide 2 of 5

### Notes:

#### The NSW Carers Register

- The Carers Register is a secure, restricted access database which holds information about authorised carers, individuals who apply to become authorised carers, and their household members
- The system has been developed by the Office of the Children's Guardian to promote the safety, welfare and wellbeing of children and young people in statutory and supported out-of-home care.

## 1.4 Aim of Carers Register

The screenshot shows a presentation slide from the Office of the Children's Guardian. The slide is titled "The NSW Carers Register" and "Aim of Carers Register". It features three large, colored boxes numbered 1, 2, and 3, arranged horizontally. Box 1 is red, box 2 is blue, and box 3 is orange. An instruction at the top reads: "Instruction: Click/tap on each box to know aims,". At the bottom left, there is a mouse cursor icon and the text "Click/tap next to continue.". The bottom right corner of the slide indicates "Slide 3 of 5".

### Notes:

To improve the appropriate authorisation of carers in NSW, by licensing carers after all required probity and suitability checks are completed and by supporting effective inter-agency information exchange about carer applicants, authorised carers, and their household members.

The Carers Register will provide a common resource that all agencies must use to share information about carer applicants, carers and their household members.

A carer de-authorised by one agency will not be able to present at another organisation without the two agencies discussing the person's suitability to be a carer.

## 1.5 Guiding principles

The NSW Carers Register

NSW Office of the Children's Guardian

Office of the Children's Guardian

### Guiding principles

The Carers Register will record essential information only and operate as a restricted access site, subject to strict privacy controls.

It will reduce the risk of inappropriate authorisation of carers by:

- requiring agencies to certify that statutory and supported carers, and relevant household members, have undergone minimum required probity and suitability checks
- acting as a licensing tool by issuing an individual with a carer authorisation number, without which a person may not provide statutory or supported care

Click/tap next to continue.

GUIDING PRINCIPLES

Slide 4 of 9

### Notes:

#### Guiding Principles

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- Requiring agencies to certify that statutory and supported carers, and relevant household members, have undergone minimum probity and suitability checks
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## 1.6 What the Carers Register will not do

**NSW** Office of the Children's Guardian

The NSW Carers Register

Office of the Children's Guardian

**What the Carers Register will not do**

- Record** details of children in care
- Support** placement matching
- Replace** designated agencies' more detailed processes and systems for assessment and authorisation of carers and their households
- Contain** detailed records
- Record** details of carers who are not authorised by designated agencies
- Record** details of carers who do not provide care in a private capacity e.g. staff in residential care

Click/tap next to continue.

Slide 5 of 9

### Notes:

What the Carers Register will not do

- Record details of children in care
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- Replace designated agencies' more detailed processes and systems for assessment and authorisation of carers and their households
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- Record details of carers who do not provide care in a private capacity e.g. staff in residential care

## 1.7 Aggregated data

**NSW** Office of the Children's Guardian

The NSW Carers Register

Office of the Children's Guardian

### Aggregated data

The Carers Register will be a reliable source of aggregated data including:

- 01** application and authorisation history, including application refusal and cancellation or suspension of an authorisation
- 02** associations between carers and households (including individual household members) and movements into and out of households
- 03** any historical or current associations between carer applicants, carers and their household members and designated agencies
- 04** consolidated reports detailing households and associated carer application/authorisation history

Click/tap next to continue.

Slide 6 of 9

### Notes:

The Carers Register will be a reliable source of aggregated data including:

- application and authorisation history, including application refusal and cancellation or suspension of an authorisation
- associations between carers and households (including individual household members) and movements into and out of households
- any historical or current associations between carer applicants, carers and their household members and designated agencies
- consolidated reports detailing households and associated carer application/authorisation history

## 1.8 Flags and alerts



The screenshot shows the 'The NSW Carers Register' interface. At the top left is the NSW Office of the Children's Guardian logo. At the top right is the Office of the Children's Guardian logo. The main heading is 'Flags and alerts'. Below this, it says 'Information recorded will:'. There are two red flag icons, each with a text box. The first flag icon is next to the text: 'flag potential concerns relating to **carer applicants, carers** and their **household members**'. The second flag icon is next to the text: 'provide alerts to **designated agencies** to follow up and seek further information from other designated agencies'. At the bottom left, there is a mouse cursor icon and the text 'Click/tap next to continue.'. At the bottom right, it says 'Slide 7 of 9'.

### Notes:

Flags and alerts

Information recorded in the Carers Register will:

- flag potential concerns relating to carer applicants, carers and their household members
- provide alerts to designated agencies to follow up and seek further information from other designated agencies

## 1.9 Carers Register



### Notes:

#### Carers Register

Here is an overview of how the Carers Register will work.

1. The Carers Register is a secure, restricted access database.
  - A designated agency registers with OCG to access the Carers Register.
  - The OCG processes the application and provides the agency with secure access details.
  - The designated agency may then create additional users.
2. Recording the details of carer applicants, carers and their household members
  - Designated agencies are prompted to search for individuals in the system before entering details
  - The system will flag the outcomes of carer applications, surrendered/suspended/ cancelled authorisations and certain reportable allegations and conduct involving carers
  - Designated agencies must certify completion of minimum probity and suitability checks
  - Emergency authorisations are provisional and deemed to be an application for full authorisation

3. Carer authorisation approved or refused
  - A designated agency may grant (or refuse) an application for authorisation
  - The system will issue a carer authorisation number, licensing an individual to provide statutory or supported OOHC.
4. Information sharing
  - The Carers Register is a common resource that all agencies must use to share information about carers, carer applicants and their household members.

### **1.10 Congratulations**



**Notes:**

Congratulations!!!

You have successfully completed module 1.