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## Procedures

The Office of Children's Guardian is responsible for the administration of the voluntary out-of-home care program and the development of the [Statutory procedures: Voluntary out-of-home care in NSW. \(2MB\)](#)

The procedures address the key voluntary out-of-home care provisions of the *Children and Young Persons (Care and Protection) Act 1998* and *Children and Young Persons (Care and Protection) Regulation 2012*.

The procedures apply to all agencies that provide, arrange or supervise voluntary out-of-home care. They establish a common framework for intake and assessment, supervision, case planning and interagency coordination.

You may find the following documents useful when using the procedures:

- ADHC – Respite program guidelines (disability)
- ADHC – Respite Plan
- Ageing & Disability Department – Standards in Action and Appendices

The Advocate for Children and Young People has developed the resource *Meeting together – deciding together* about involving children and young people in meetings where decisions are made that affect their lives, such as case-planning meetings. It is available on the Advocate's website, as part of the Taking participation seriously series.

The NGO learning centre provides eLearning modules on understanding the Keep Them Safe reforms in NSW.

Chapter 16A of the Act establishes a framework for interagency coordination and information exchange between Voluntary out-of-home care agencies and other prescribed bodies.

The following resources regarding information exchange are available on the Family and Community Services website:

- A checklist for requesting information under Chapter 16A
- A template letter for requests of information
- A template letter for agreeing to a request for information
- A template letter for declining a request for information
- A template for requesting information from Community Services

Detailed information on mandatory reporting is also available from

Family and Community Services.