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<b>Service Stream</b>	Families and Young People Services	<b>Category</b>	Foster and Kinship Care
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## Purpose

- The welfare and best interests of children and young people residing in foster and kinship care is paramount.
- Foster and Kinship Care is a partnership embracing parents and children, carers and their families, Department of Child Safety, Seniors, and Disability Services (the Department) staff, and other stakeholders and Mercy Community (MC) – Families and Young People Services (FYPS) employees – all planning and working in the best interest of the child.
- Respect for foster carers as partners together with other professionals in the fostering team is critical, as is the provision of ongoing information, training, support, and supervision.

## Scope

This procedure applies to all employees, volunteers and contractors engaged within Foster and Kinship Care (FKC) programs across MC FYPS.

This procedure relates to general FKC placements, Intensive Intervention Placement Support (IIPS), High Plus support (HP) and Intensive Foster and Kinship Care (IFKC) programs.

## Procedure

### 1. Carer induction – overview

- 1.1 Induction processes for new carers (or new carers to MC) will be individually tailored, considering the carer's community, family, and individual needs.
- 1.2 When carers are transferred in from other agencies, FKC Practitioners (FKCPs) should not make assumptions around the support or monitoring the carer/s may have received prior to transferring to MC. All carers who transfer-in shall be granted an MC induction as outlined in this procedure, although delivered in a way that meets their individual needs.

### 2. Inducting new carers

- 2.1 Following the transfer-in of a carer, or the receipt of a *Certificate of Approval*, the Line Manager will allocate the carer/s to a FKCP.
- 2.2 The allocated FKCP, as soon as practicable after being allocated the carer/s, will organise a home visit. For IFKC, the allocated FKCP will complete a *Community Visit Risk Assessment* before an initial visit with unapproved carers (not required for approved carers).
- 2.3 During the initial home visit, the carer/s will be provided with a MC Foster Carer Resource Kit (refer to the *Carer Induction Record* for list of contents) and be provided with information about working with MC and the Department.
- 2.4 The carer/s induction will be recorded on the *Carer Induction Record*. The carer/s will also sign this form.
- 2.5 For provisionally approved carers, all reasonable attempts must be made to ensure induction occurs within three (3) working days of transferring to MC.

### 3. Records management

- 3.1 The *Carer Induction Record* will be completed by the FKCP or IFKCP in Penelope within the carer's Assessment and Approval Service File.

**Approved By: FKC Regional Directors and FYP Quality Practice Director**

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- 3.2 For carers transferring in, any documents provided by the referring agency will be uploaded to a Transfer In Service Event by the allocated Business Support Officer (BSO), under 'Attachments'.
- 3.3 The allocated BSO will update the carer/s *Carer Household Profile* with the date the Carer Induction was completed.
- 3.4 The allocated BSO will also ensure the Carer's availability is updated in the *Carer Agreement Summary*.
- 3.5 All documentation is to be uploaded/completed in the carer/s' Service File within ten (10) working days. Where uploading is anticipated to take longer than this, FKCPs must negotiate this with their Line Manager.
- 3.6 Refer to the *FS IP FKC Document Filing Guide* for further guidance on CMS recordkeeping requirements and naming conventions.

## Definitions

### Foster and Kinship Care Practitioner (FKCP)

The employee who has been delegated by the line manager to undertake specific case management or placement support tasks.

### Line Manager

Employees with supervisory and program management responsibilities within the fostering service.

### Regional Director (RD)

The manager with overall finance and program management responsibilities, who is a member of the leadership team.

## References

Charter of Rights and Human Rights Act, 2019 information  
 Child Protection Act 1999 (Qld)  
 Department's Child Safety Practice Manual (CSPM)  
 Department's Foster Carer Handbook (or equivalent)  
 FS DOC FKC Program Overview  
 Time In Care Information Access Services

## Related Documents

Charter of Rights and Human Rights Act 2019 information  
 Child-friendly AHRC The Big Banter Children's Rights Information Flyer based on the Convention of the Rights of a Child  
 Children in Care GForce Fact Sheet  
 Department's Foster Carer Handbook  
 FKC Brochure (relevant to region/program)  
 FS IP FKC Addressing Cyberbullying in Children and Young People  
 FS IP FKC Blue Card Information for Carers  
 FS IP FKC Changes in Carer Circumstances  
 FS IP FKC Document Filing Guide  
 FS IP FKC Flexible Supports Moreton Region Brisbane District  
 FS IP FKC Foster Care Information Guide

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FS IP FKC Missing and Absent Children  
FS IP FKC Monitoring in a Carer's Home  
FS IP Your Rights and Responsibilities (general or easy read)  
MC Feedback and Complaints Brochure  
MC Privacy Brochure  
OPG Welcome Booklet  
Time In Care Information Access Services Information Sheet

**Penelope Forms:**

Carer Induction Record  
Carer Agreement Summary  
Privacy Agreement – Carer and Adult Household Member

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