



Initial Placement Checklist

This checklist is designed to help caregivers, alternative care provider staff, and Families SA staff to share information necessary for the caregiver to provide for the immediate needs of the child at the time they move to their new placement. Ideally, the information will be provided prior to the placement commencing. Where this is not possible the information should be shared within 48 hours of the placement commencing.

Background

- Name of child/young person
- Date of Birth
- Age
- Culture
- Religion
- Reason child is in care
- Centrelink payments
- Incidental payments

Immediate needs

- Feeding/settling routines/needs (young children)
- Food likes and dislikes
- Emotional needs – favourite toy/belongings, loss & grief issues e.g. separation from important people in child's life
- Interests/skills/abilities/strengths
- Verification of a child in care card

Family contact details

- Immediate contact details – with whom can the child have contact?
- Are there any restrictions to contact e.g. phone calls/supervision required?
- Family contact
 - When?
 - How long?
 - Where?
 - Transport?
 - Special conditions?

Relative/Kinship carers

- Has carer been provided with these fact sheets: Steps to becoming a Relative/Kinship Carer; Family Contact; Rights, Responsibilities and Support; Rewards and Challenges?

Relevant details and schooling

- Placement authority/details
- Other children in placement
- Placement household information
- Current enrolled school
- School address and phone number
- Contact person and details
- Year level
- Special schooling needs

Health needs

- Medical conditions (e.g. asthmatic, diabetic, epileptic, severe allergies)
- Medication (type, dosage, frequency)
- Medical management procedures
- Medicare number
- Immunisations
- Doctor's name and contact details

Challenges/risks

- Behavioural challenges (indicators of any disturbed behaviour, sexual acting out, self-harming, running away, mental illness, aggression)
- What risks (if any) are associated with caring for this child/young person?
- Strategies/options for managing these risks and behaviours.
- Special needs loading – review date
- Reunification intended/likely
- Alternative Care Planning & Alternative Financial Care details included in Case Plan?

For the child/young person

- Has child been provided with Charter of Rights for Children and Young People in Care?

Families SA Local office _____

Social Worker _____ Contact Number _____

Service provider Agency/Program _____

Support Worker _____ Contact number _____

After hours contact: 13 16 11 – Crisis Care

Developed as part of the *Keeping Them Safe* child protection reform program

