1a Initial enquiry information

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| Agency information | |
| Name of worker | < enter text > |
| Date of enquiry | < dd/mm/yyyy > |

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| --- | --- | --- |
| Information from enquirer | | |
| Name of enquirer | < enter text > | |
| What has made you decide to call us today about fostering? | < enter text > | |
| Home address | < enter text > | |
| Phone | | |
| Home | < 00 0000 0000 > | |
| Work | < 00 0000 0000 > | |
| Mobile | < 0000 000 000 > | |
| Email address | < enter text > | |
| Preferred method of contact (mark one) | |  |  | | --- | --- | | X | Home phone | | X | Work phone | | X | Mobile | | X | Email | | |
| Date of birth (advise that applications are not accepted from people under 21) | < dd/mm/yyyy > | |
| Are you an Australian permanent resident or Australian citizen? (mark one) | |  |  |  |  | | --- | --- | --- | --- | | X | Yes | X | No | | |
| If no, what is your residential status? | < enter text > | |
| Explain that applicants who are not permanent residents or Australian citizens can only be accredited to provide respite care or emergency care.  New Zealand citizens subject to a Special Category Visa (SCV) will be exempt from carer immigration status requirements due to special provisions that enable them to visit, live and work indefinitely in Australia, provided they are assessed as being settled.  Explain that non-Australian citizens or non-permanent resident carers may be considered to provide longer term foster care for a particular child if it is in that child’s best interests; for example, if the carer intends to stay in Australia and is from the same cultural background as a child requiring placement. | | |
| Are you interested in providing a particular type of foster care? (mark one) | |  |  |  |  | | --- | --- | --- | --- | | X | Yes | X | No | | |
| If yes, provide details  Explain types of care available through your agency. | < enter text > | |
| How did you hear about our foster care program? | < enter text > | |
| Have you applied to any other agencies to provide foster care (now or previously)? (mark one) | |  |  |  |  | | --- | --- | --- | --- | | X | Yes | X | No | | |
| If yes, provide details  Explain that your agency will only proceed if there are no other current applications and that information about previous applications will be obtained from those agencies. | < enter text > | |
| Names of all household members Include adults, young people and children regularly living or staying in their home or residing on their property on a regular or frequent basis, including in a caravan, vehicle or other structure. | Name | Relationship to enquirer |
| < enter text > | < enter text > |
| < enter text > | < enter text > |
| < enter text > | < enter text > |
| < enter text > | < enter text > |
| < enter text > | < enter text > |
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| < enter text > | < enter text > |
| < enter text > | < enter text > |
| < enter text > | < enter text > |
| < enter text > | < enter text > |
| Advise the enquirer that the process of assessing suitability to become foster carers involves all household members living in their home (including children) attending at least one information session. All adults (over 18 years) in the household will need to have a Working with Children Check and a National Police History Check. Other adults who regularly stay overnight also require a National Police History Check.  **If the enquirer has a partner in the household**, advise that, if living together, both partners need to be committed to undertaking the foster care training and assessment and agree to undertake safety checks.  Advise the enquirer that a non-live-in partner will also need to undertake safety checks and be included in the assessment if they will have a role in caring or interacting regularly with children in the home. | | |
| What experience of caring for children do you have? (e.g. parenting, providing care for the children of family members or friends, work)  Advise enquirer that if they have no experience with children, carer applicants need to be able to demonstrate some experience in taking care of children. | < enter text > | |
| What work or other commitments on your time do you have? Advise enquirer that it is fine if foster carers work but the reason for asking this is to ascertain if the time they have available is appropriate for the type of care they are interested in providing. | < enter text > | |
| Can you describe the space in your home and if there is room for a (another) child? (e.g. adequate sleeping space, suitable play/homework space)  Advise enquirer if the spaces they describe are not considered adequate for a child. | < enter text > | |
| Do you plan to move or make major changes to your housing or your household in the near future? (mark one) | |  |  |  |  | | --- | --- | --- | --- | | X | Yes | X | No | | |
| If yes, provide details  Advise that the assessment process will only start once their housing environment and household is stable. | < enter text > | |
| Some people foster when they are unable to have their own children. Are you currently involved in a fertility or surrogacy program? | |  |  |  |  | | --- | --- | --- | --- | | X | Yes | X | No | | |
| If yes, provide details  Explain that applications can be assessed to provide respite, emergency or short-term care during this time.  Accrediting carers to provide long-term foster care will only be considered once people are no longer actively considering or involved in fertility treatment or a surrogacy program, as it may be a risk to the stability of a long-term placement when the carer is actively undergoing fertility treatment or a surrogate pregnancy or is caring for a young baby | < enter text > | |
| Are you in the process of applying to be an adoptive parent or to be a permanent carer? (mark one) | |  |  |  |  | | --- | --- | --- | --- | | X | Yes | X | No | | |
| If yes, provide details  Explain that applications to provide foster care are only considered once people are no longer involved in adoption or permanent care processes (i.e. the child has been matched and all legal processes have been completed), as it may be a risk to the stability of a placement while the applicant is in the early stages of caring for a child through adoption or permanent care.  If applicants are on an adoption waitlist they may be assessed as respite, emergency or short-term foster carers. | < enter text > | |
| 2.19**Are you willing to support a child or young person who identifies with a gender that is different to the one they were assigned at birth (for example, born 'female' but identifies as 'male') or is same-sex or multi-gender attracted?**  and  **Are you willing to learn more about how to support a child or young person to express their gender identity and sexual orientation?** | |  |  |  |  | | --- | --- | --- | --- | | X | Yes | X | No | | |
| If no, provide details  Explain that there are different ways a child or young people may express their sexual orientation and gender identity and carers need to provide a safe environment for each individual.  Children and young people may have been raised as male or female, but identify as a different gender, or a combination of genders or neither. Carers must be willing and able to support a child however they express their gender identity and sexual orientation. Agency support will be provided to carers when required. | < enter text > | |
| Have you had any contact with Child Protection in Victoria or in any other state or territory of Australia (or their equivalent overseas) in relation to any concerns about the safety or wellbeing of a child or young person? (mark one) | |  |  |  |  | | --- | --- | --- | --- | | X | Yes | X | No | | |
| If yes, provide details  Explain that this question is to understand allegations of abuse or neglect of any child while in the applicant’s care.  Involvement with child protection services does not automatically prevent an applicant from being a foster carer. The implications of any finding on suitability as a foster carer will be discussed and taken into account in the assessment process. | < enter text > | |
| Is there any criminal conviction that will be identified when we conduct police checks on you and members of your household? (mark one) | |  |  |  |  | | --- | --- | --- | --- | | X | Yes | X | No | | |
| If yes, provide details  Explain that your agency will do a full background check on all applicants and household members, but it is still possible for a person with a criminal record to be a carer, depending on the offence category, nature, severity, age and frequency of convictions. | < enter text > | |
| Other issues Add any questions relating to your agency's policies: | | |
| < enter question > | < enter text > | |
| Questions asked by enquirer | < enter text > | |
| Briefly describe the process of application and assessment by explaining the:   * nature of home and environment check, including the need to have compliant barriers to pools and spas, licences and safe storage for firearms, child-friendly pets * need for medical and referee checks * anticipated length of process, including the number of interviews involved (usual expectation is 3–6 months) * (if required by your agency) next step: the applicant is to return the Expression of Interest form after reading the Information Pack for potential carers | | |
| Do you want me to send out an Information Pack for potential carers? (mark one) | |  |  |  |  | | --- | --- | --- | --- | | X | Yes | X | No | | |

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| Action taken after initial enquiry | | | |
| Will an Information Pack for potential carers be sent to enquirer? (mark one) If yes, go to 3.5.  If no, complete 3.2–3.4 first. | | | |  |  |  |  | | --- | --- | --- | --- | | X | Yes | X | No | |
| Reason for not sending an Information Pack for potential carers to an enquirer (mark one of the options below and complete details) | | | |
|  | |  | | --- | | X | | Enquirer did not fulfil the following essential criteria for consideration as foster carer | |
| (provide details) | < enter text > |
|  | |  | | --- | | X | | In initial enquiry conversation, the enquirer demonstrated inability to meet competencies (provide details below) | |
|  |  | |  |  | | --- | --- | | Competency | Evidence that enquirer cannot demonstrate this competency | | Safety | < enter text > | | Attitudes & connections | < enter text > | | Personal resilience | < enter text > | | Child-focused nurture | < enter text > | | Work with others | < enter text > | | |
|  | |  | | --- | | X | | Enquirer decided not to pursue their enquiry at this time | |
| (provide details) | < enter text > |
| When and how was enquirer informed that the agency would not proceed? | | | < enter text > |
| What other options (if any) were provided to enquirer? | | | < enter text > |
| Has an Information Pack for potential carers been sent to the enquirer? (mark one) | | | |  |  |  |  | | --- | --- | --- | --- | | X | Yes | X | No | |
| If yes, date Information Pack sent | | | < dd/mm/yyyy > |
| Has a booking been made for an Information Sharing Session? (mark one) | | | |  |  |  |  | | --- | --- | --- | --- | | X | Yes | X | No | |
| If yes, details of booking | | | < enter text > |
| Form completed by | | | < enter text > |
| Date completed | | | < dd/mm/yyyy > |

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| INFORMATION STORAGE |
| 🗹 File the completed form in the applicant's file either electronically on the agency’s central record management system or in hard copy on the applicant's file. If the applicant becomes accredited, all completed assessment forms must be kept on the carer’s file. |