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| **Privacy notice:***The Department of Families, Seniors, Disability Services and Child Safety (Child Safety) is collecting your personal information for the purpose of assessing your suitability as a guardian for a child. As far as possible, we will collect this information directly from you. It may also be necessary for Child Safety to collect information from third parties such as family members, medical practitioners, or the Queensland Police Service. Sometimes people will contact Child Safety and share information about you. Child Safety will take reasonable steps to notify you when this occurs.* *The collection of this information is authorised by the Child Protection Act 1999 and the Child Protection Regulation 2023. Child Safety may disclose relevant personal information to agencies who hold information that is relevant to the assessment, including the Queensland Police Service or the Department of Transport and Main Roads. In circumstances where an interstate or international child protection check is required, your personal information may be provided to the government agency responsible for child protection in other Australian States and Territories and to International Social Services Australia and the New Zealand Oranga Tamariki (Ministry of Children).**Personal information provided to Child Safety will be managed in accordance with the Information Privacy Act 2009.**Under the Childrens Court Rules 2016 and the Director of Child Protection Litigation Act 2016, Child Safety is required to provide relevant information to the Director of Child Protection Litigation (DCPL) in relation to child protection proceedings, and the DCPL has a duty to disclose documents relevant to the proceedings to each other party. Therefore, any information provided to Child Safety that may be relevant to current or future court proceedings may be provided to the parties, including the parents. This may include the results of screening checks, and the assessment report in relation to your application.**Your personal information will be handled in accordance with the Information Privacy Act 2009. More information about how we handle personal information is available on our* [*website*](https://www.families.qld.gov.au/about-us/our-department/right-information/information-privacy) *and in our* [*Information privacy policy*](https://www.families.qld.gov.au/_media/documents/about-us/right-to-information/information-privacy/privacy-policy.pdf)*. The Information privacy policy contains information about how you can access personal information held by Child Safety and seek correction of that information if it is inaccurate, out of date, incomplete, irrelevant or misleading. The Information privacy policy also contains information about how you may make a complaint about a breach of the Queensland Privacy Principles and how Child Safety will deal with the complaint.* |

# Part A – Assessment details

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| Assessor’s details |
| Proposed guardian’s surname |       | Child’s surname |       |
| CSSC |       | Region  |       |
| Assessor’s name |       | Role/position |       |
| External assessor’s business name and contact details, if applicable |  |
| Date assessment commenced |  | Date assessment completed |  |

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| Child’s details |
| Full name |       | Date of birth |       |
| Aboriginal Torres Strait Islander  | [ ]  [ ]   | Both Aboriginal and Torres Strait Islander Neither Aboriginal or Torres Strait Islander |  [ ]  [ ]  |
| Details of the child’s cultural and linguistic background |       |
| Current child protection order |  | Expiry date |  |

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| Proposed guardian’s details |
| **Proposed guardian 1** |
| Full name  |       | Date of birth |       |
| Aboriginal Torres Strait Islander  | [ ]  [ ]   | Both Aboriginal and Torres Strait Islander Neither Aboriginal or Torres Strait Islander |  [ ]  [ ]  |
| Details of the proposed guardian’s cultural and linguistic background |       |
| Relationship to child |       |
| Is the proposed guardian an approved foster or kinship carer? | [ ]  Kin [ ]  Foster [ ]  No  | Date renewal due |  |
| Is the child in the care of the proposed guardian? | [ ]  Yes [ ]  No  | Date care arrangement commenced, if applicable |  |
| Has the proposed guardian been granted custody of the child under the *Child Protection Act 1999*, section 61(d)(i)? | [ ]  Yes [ ]  No  |
| **Proposed guardian 2 (if relevant)** |
| Full name  |       | Date of birth |       |
| Aboriginal  | [ ]   | Both Aboriginal and Torres Strait Islander  |  [ ]  |
| Torres Strait Islander  | [ ]   | Neither Aboriginal or Torres Strait Islander |  [ ]  |
| Details of the proposed guardian’s cultural and linguistic background |       |
| Relationship to child |       |
| Is the proposed guardian an approved foster or kinship carer? | [ ]  Kin [ ]  Foster [ ]  No  | Date renewal due |  |
| Is the child in the care of the proposed guardian? | [ ]  Yes [ ]  No  | Date care arrangement commenced, if applicable |  |
| Has the proposed guardian been granted custody of the child under the *Child* *Protection Act 1999*, section 61(d)(i)? | [ ]  Yes [ ]  No  |

# Part B – Information informing the assessment

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| Relevant documentsAttach all relevant documents to this assessment report and ensure the information contained in them has been considered when forming a recommendation about the proposed guardian’s suitability to have guardianship of the child. |
| Placement agreement  | [ ]  Attached | Case plan | [ ]  Attached |
| Child strengths and needs assessment | [ ]  Attached | Review report | [ ]  Attached |
| Genogram or ecomap | [ ]  Attached |
| Provide details of other relevant documents that have been reviewed to inform the assessment and attach them to this report. For example, an NDIS plan, medical reports, social assessment reports**.** |
| (name of report) | [ ]  Attached | (name of report) | [ ]  Attached |
| (name of report) | [ ]  Attached | (name of report) | [ ]  Attached |
| Views of the child  |
|        |
| Views of the parents  |
|       |
| Views of other significant people  |
|       |
| Views of the proposed guardian  |
|       |

# Part C – Assessment of the proposed guardian

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| Suitable personRecord your assessment about whether the proposed guardian is a suitable person in accordance with the [Child Protection Regulation 2023](https://www.legislation.qld.gov.au/view/pdf/asmade/sl-2011-0245), [[section 18](https://www.legislation.qld.gov.au/view/pdf/asmade/sl-2023-0105)](https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2023-0105#sec.18).  |
|  |
| **Family connection and relational permanency**Record your assessment of the proposed guardian’s ability and willingness to develop, maintain and support a child’s connection and relationships with their family for the remainder of their childhood. |
|       |
| **Cultural identity**Record your assessment of the proposed guardian’s ability and willingness to preserve the child’s identity and connection to their culture of origin and uphold their right to develop, maintain and enjoy a connection to their culture. For an Aboriginal or Torres Strait Islander child, also record the assessment of the guardian’s ability and willingness to uphold the child’s right to be supported to develop and maintain connection with family, community, culture, traditions and language. |
|       |
| **Identity and diversity**Record your assessment of the proposed guardian’s ability and willingness to uphold a child’s right to be treated fairly and with respect, and to develop, maintain and enjoy their identity, including their sexual orientation and gender identity, now and in the future.  |
|       |
| **Child’s support needs and physical permanency**Record your assessment of the proposed guardian’s ability and willingness to provide the child with a safe and stable living environment and meet their support needs as they transition to adulthood. Consider the proposed guardian’s demonstrated ability to meet the child’s developmental, educational, emotional, health, intellectual and physical needs for the remainder of their childhood and as they transition to adulthood. |
|       |
| **Obligations to the chief executive** Record your assessment of the proposed guardian’s ability and willingness to meet the following obligations: * keep the chief executive informed about where the child is living
* immediately inform the chief executive if
	+ the child will be leaving the child will be leaving their care in the near future or
	+ the child has left their care and advise where the child is, if known
* allow Child Safety contact with the child at least every 12 months (note: this is an obligation of a long-term guardian).
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|       |

# Part D – Recommendation

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| **Recommendation** |
| The proposed guardian is suitable to be the child’s long-term guardian [ ] The proposed guardian is suitable to be the child’s permanent guardian [ ] The proposed guardian is not suitable to have guardianship of the child [ ]  |
| **Rationale** |
|       |
| **Response to the recommendation**Record the child’s, parent’s and the proposed guardian’s feedback about the recommendation, if any. |
|       |

# Part E – Approval

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| **Manager name** |       |
| **CSSC** |       |
| **Recommendation approved** | [ ]  Yes [ ]  No |
| **Decision**  | The proposed guardian is suitable to be the child’s long-term guardian [ ] The proposed guardian is suitable to be the child’s permanent guardian [ ] The proposed guardian is not suitable to have guardianship of the child [ ]  |
| **Comments**You may wish to comment in response to the decision-making process including feedback from the practice panel. If a decision about the proposed guardian’s suitability is different to the recommendation, provide reasons for the decision.Include any financial approvals (where applicable) to continue under the proposed order. |
|       |
| **Signature** |       | **Date** |       |