

Policy: Case Management of Children in the CEO's Care

Policy Purpose

Case management of children in the care of the Chief Executive Officer (CEO) must ensure the child's safety and wellbeing, and focus on timely decisions, stability and permanency.

Policy Statement

The Case Manager, under the supervision of the Team Leader, has the core responsibility, through professional case management practice, to ensure the safety and wellbeing of children in the care of the CEO. Case management is an ongoing process of assessment, planning, implementation, monitoring, review and decision making to ensure the timely achievement of identified goals.

At a minimum, a Case Manager must have face to face contact with every child that they case manage once every four weeks, or arrange for third party face to face contact if endorsed by the Team Leader or Manager. The Case Manager must ensure that the child is able to voice their opinions, provide feedback, raise concerns and that priority issues identified in the Care Plan are explicitly addressed.

Case management must ensure the safety of the child first and foremost, and focus on timely decisions that will provide certainty and permanency for the child's future care.

Case management must be:

- Strengths-based and trauma informed;
- A partnership with children, their families, carers, service providers and the relevant members of the community to which the child belongs;
- Responsive to the child's cultural needs; and
- Child centred to ensure consistency of service provision when there is a change in the place of care, including any period that a young person in care is in detention.

All children in care must have a current Care Plan. Case Managers must develop and implement the Care Plan within 6 weeks of the child entering care. The Care Plan must be developed with participation of the child (unless this is not appropriate), the child's family, Carer and relevant service providers. The Care Plan must document the child's needs, agreed care goals, and the actions needed to meet the goals. Immediate and longer term actions must be included, identifying who is responsible for the actions, and timeframes for completion.

The first Care Plan must be reviewed within 2 months, and every 6 months thereafter to ensure it is effective and being actioned as agreed by all parties. Earlier review is required when there is a change in placement or circumstances.

Legislative Basis and Related Documents

[Care and Protection of Children Act](#) (s70 and 74) [Charter of Rights for Children in Care](#)

[Care Planning - Procedure](#)

[Culture in Care Planning - Procedure](#)

[Monitoring Wellbeing of Children - Procedure](#)

[Guideline: Support for Children and Young People with Disabilities](#)

Authorised by:

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