



Office of the
Children's Guardian



Carers Register

Topics

1. Provisional authorisations
2. Probity checks – risk assessment
3. Probity checks – carer assessment
4. Transfer – authorised by other agency

Carers Register – Guidance Notes

Provisional authorisations

- A designated agency may, in an emergency, provisionally authorise an individual who is a relative, kin or person known to the child or young person.

Children and Young Person (Care and Protection) Regulation clauses 31 and 86F

Provisional authorisations

- A carer who is provisionally authorised is taken to have made an application to be an authorised carer on the day the child or young person is placed

Carers Register Guidance Notes section 6 page 42

Provisional authorisations

- Provisionally authorised carers (and their adult household members) must apply for WWCC within 5 working days from the provisional authorisation start date (the date the child was placed) the agency is required to verify the WWCC as soon as practicable.

Children and Young Person (Care and Protection) Regulation clauses 31 and 86F.

Provisional authorisations

- At the time the child is placed, the agency must complete:
 - a provisional suitability/risk assessment
 - a home inspection, with a satisfactory outcome

Carers Register Guidance Notes section 6 page 42

Provisional authorisations

- The application/provisional authorisation must be recorded on to the Carers Register within 14 days of the provisional authorisation start date
- The full authorisation must be completed within 3 months of the provisional authorisation start date

Children and Young Person (Care and Protection) Regulation clauses 31 and 86F

Provisional authorisation ceased – no concerns

Community Services check	<input type="text" value="DD/MM/YYYY"/>	Please select ▼
Other designated agency check	<input type="text" value="DD/MM/YYYY"/>	Please select ▼
Health check	<input type="text" value="DD/MM/YYYY"/>	Please select ▼
Two referees checked	<input type="text" value="DD/MM/YYYY"/>	Please select ▼
Code of Conduct sighted and signed	<input type="text" value="DD/MM/YYYY"/>	Please select ▼
Pre-authorisation training conducted	<input type="text" value="DD/MM/YYYY"/>	Please select ▼
Carer capability and suitability assessed	<input type="text" value="DD/MM/YYYY"/>	Please select ▼
Decision	Please select ▼	
	Please select	
	Approved - First time carer	
	Approved - Previously authorised	
	Provisional authorisation ceased - No concerns	
	Refused	
	Refused - Agency specific policies	
	Withdrawn - No concerns	
	Withdrawn - With concerns	
	Data Entry Error	

APPLICANTS

Select if no longer being assessed as carer

or

if there has been a placement breakdown, continue with the application and finalise when fully assessed, the provisional will auto lapse

Provisional authorisation checklist

Carer/s Name	<i>Name entered into Carers Register</i>		Carer Register	<i>Carers Register number</i>
Carers Register entry	<i>Date entered onto Carers Register</i>	Date child/young person (C/YP) placed		<i>This date must be recorded in carer file</i>
Emergency and rel/kin or known to C/YP details on file?	Yes/No	Comment: <i>Detail the emergency situation</i>		
	Yes/No	Comment: <i>Detail the rel/kin or know to relationship</i>		
Carer (1) WWCC verification date	<i>Date WWCC verified – must be within 5 working days of child being placed</i>		Carer (2) WWCC verification date	
HHM (1) WWCC verification date			HHM (2) WWCC verification date	
WWCC comment	<i>WWCC/s [not verified – verified] before or within 5 working days of provisional authorisation start date</i>			
Household inspection details on file	Yes/No	Comment: <i>Date completed any risks identified</i>		
Suitability assessment (provisional basis)	Yes/No	Comment: <i>Suitability/risk assessment completed at the time of provisional authorisation / child being placed</i>		
3 month provisional period lapsed <small>DT</small>	Yes/No	Comment: <i>What date will the provisional authorisation 3 month period lapse, this is 3 months from the date the child was placed</i>		

Probity checks

Risk assessment - rationale

- NPC - disclosable court outcomes
 - What are the current risks, if any?
- CS check - relevant records returned
 - What are the current risks, if any?
- Other des agency check - exchange information
 - What are the current risks, if any?

Children and Young Person (Care and Protection) Regulation Schedule 2

Probity checks

Carer Assessment

All probity checks should be considered as part of the carer assessment

Risk assessment / rationale / recommendations

Include outcome and recommendations as part of the full carer assessment

If approved: consider outcome and recommendations as part of the placement matching process

Carers Register Guidance Notes section 7 page 44

Transfer – authorised by other agency

- Carer transfers from FaCS or other designated agency
 - Relevant (new) agency must authorise carer/s in own right
 - Including all suitability assessment and probity checks
 - If an agency accepts i.e. training from a previous agency the current agency must detail rationale or complete a bridging training

Children and Young Person (Care and Protection) Regulation Schedule 2