

This guide is intended to assist Foster and Kinship carers (carers) understand the purpose of a Care Team meeting and how to use this function with the Department for Child Protection (DCP).

Care Team meetings are an important opportunity for carers to actively ensure their voice is heard with regard to decision making relating to a child or young person in their care. In order to achieve the best outcomes for your child or young person, it is crucial to work collaboratively with all stakeholders involved in their ongoing care and protection. Care Team meetings afford this opportunity.

The Statement of Commitment for South Australian Foster & Kinship Carers states carers are an essential and respected part of the care team for children and young people under the Guardianship of the Chief Executive.

What is a Care Team meeting?

Care Team meetings are a chance for stakeholders to formally discuss the current and future needs for a child or young person under the Guardianship of the Chief Executive. Additionally, Care Team meetings are a good opportunity for carers to review their child or young person's case plan to ensure their ongoing care needs are supported.

Section 156 of the *Children and Young People (Safety) Act 2017* states case plans will be reviewed regularly, over a six month planning cycle.

Care Team meeting discussion topics include, but are not limited to:

- stakeholders consulting with you as carer, directly with your child, their birth parents and any other person involved closely in your child's life;
- reviewing the progress of your child or young person whilst in your care;
- sharing information about your child or young person's needs and wishes;
- updating your child's Care Plan;
- planning for future needs to assist and support your child or young person;
- discussing conflicts within the care team environment.

Please note: If you are caring for a child or young person who identifies as Aboriginal or Torres Strait Islander or Culturally and Linguistically Diverse, careful attention must be applied to ensure their traditions are valued, respected and upheld. Care Team meetings must recognise the child or young person's specific cultural identity and their needs to ensure that they are supported to grow up connected and empowered.

If you are caring for a child or young person who identifies as Aboriginal or Torres Strait Islander, it is important for the DCP Principal Aboriginal Consultant (PAC) to attend these meetings.

Who can attend a Care Team Meeting?

Any individual who has a significant role in your child or young person's life, relating to their health, wellbeing, safety and welfare, may attend a Care Team meeting. This may include the child or young person, their carer, biological family members, carer

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support worker, DCP case worker, health professionals, school staff and members of the child or young person's community.

Particular attendees can be invited to attend, depending on the agenda of each care team meeting. For example, the DCP Disability Consultant can be requested if the agenda includes the child or young person's NDIS planning and you would like to seek clarity specifically on the NDIS issues.

Who can call a Care Team meeting?

Typically Care Team meetings are organised by the DCP but may also be convened by the carer.

What is a Carer's involvement in a Care Team meeting?

Carers are an essential member of their child or young person's care team. They undertake a crucial role in their child or young person's ongoing health, wellbeing and development, ensuring they can reach their highest potential.

Section 82 of the *Children and Young Person (Safety) Act 2017* states "approved Carers are entitled to participate in the decision making process". This implies carers can partake in Care Team meetings to share in-depth knowledge regarding their child or young person's behaviours, strengths, needs and challenges.

Please note: The DCP practice approach states "Carers must be invited to participate from the commencement of planning" and "Carers views must be recorded in every section of the Case Plan".

Care Team meetings are used to monitor the progress of these plans over time, ensuring all stakeholders are meeting the current and future needs of the child or young person.

How do I call a Care Team meeting?

CF&KC-SA encourages carers to plan their approach to calling a Care Team meeting well in advance. By using the steps below, carers can brainstorm their approach to calling a Care Team meeting with their support worker.

The CF&KC-SA Carer Advocate team may assist carers with the process of preparing for, and calling a Care Team meeting.

1. Clarify the purpose of calling a Care Team Meeting regarding your child or young person;
2. Identify who should attend the Care Team meeting;
3. Contact your DCP case worker to:
 - formally request a Care Team meeting in writing;
 - negotiate a date for the Care Team Meeting, ensuring all relevant stakeholders can attend; and

- decide where the Care Team Meeting will be held e.g. DCP office, Agency office, carers house, CF&KC-SA office, virtual platform (i.e. MS Teams);
4. Confirm with your DCP case worker a few days before to confirm the Care Team meeting is still set to proceed.

What should I prepare before the Care Team meeting?

Prior to the Care Team meeting, it is encouraged carers develop a list of items for discussion, in order of preference or need. It is a professional courtesy to provide an agenda (including these items) to all attendees prior to the scheduled Care Team meeting. This provides each attendee a clear purpose for the meeting and clarifies the expectation of what you wish to discuss.

Carers are welcome to bring a support person to a Care Team meeting. A support person can assist by taking notes, keeping you to your set agenda and provide clarity if required. Please read our Carer Guide on The Role of a Support Person available on the CF&KC-SA website for further details on this particular function.

Please note: At the beginning of the Care Team meeting we encourage you to clarify who intends to scribe (minute) the meeting. It is crucial to confirm who will receive the minutes and within what timeframe.

Can CF&KC-SA attend the Care Team meeting with me?

CF&KC-SA provides support and advocacy for carers to ensure their voices are heard and their rights are upheld. If you feel uncomfortable voicing yourself in a meeting or concerned your views may be disregarded even with your support agency or kinship worker's presence, we are more than happy to be involved in the meeting as additional support.

Our main role in the care team meeting is to hold accountability and seek clarification from the care team; however, this can be tailored to meet the specific needs and circumstances of each carer.

Carer support

For more information, or to discuss your personal circumstances, please contact CF&KC-SA to speak with our team:

Email: support@cfc-sa.org.au

Freecall: 1800 732 272

Resource

DCP Procedure: "[Manual of Practice: Supporting children and young people in care chapter](#)", pages 22-24.

[The Statement of Commitment](#)