

## CHC40321

### All items below must be present for the duration of the placement.

- Access to a facility that provides youth support, **and includes child protection services**— examples of specific settings can include, but are not limited to:
  - State statutory child protection agencies
  - Specialist family support and counselling services
  - Foster care
  - Residential care
  - Children’s commissions
  - Forensic and correctional services
  - Hospital and community health
  - Joint investigation response teams
  - Child wellbeing units
  - Adoption agencies
  - Management and governance
- All relevant policies, procedures, and workplace documentation to carry out their tasks
- Access to clients, including families, children, young people, parents, guardians including Aboriginal and Torres Strait Islander People and other cultural backgrounds
- Access to legalisation and regulations relating to the provision of services, including child protection
- Access to behaviour, specialist and other support services for referral
- Opportunities to collaborate with others and engage in problem-solving activities
- Workplace documentation:
  - Client records
  - Individualised case plans
  - Referral forms
  - Intake forms
  - Assessment materials
  - Intervention and prevention program materials
  - Mandatory reporting forms
  - Workplace health and safety reporting documents
  - Information on local community services
  - Information on family intervention theory and practice
  - Incident reports
  - All workplace policies and procedures including:
    - WHS and emergency response procedures
    - Conduct
    - Discrimination
    - Complaints Management
    - Continuing professional education
    - Dignity of risk
    - Duty of Care
    - Human Rights
    - Informed consent
    - Mandatory Reporting
    - Practice Standards
    - Professional boundaries
    - Privacy and confidentiality
    - Records management
    - Industrial relations information
    - Work health and safety
    - The provision of grief and loss support
    - Crisis prevention and intervention procedures
    - Restrictive Practices Procedures

- Responding to disclosure
- Referral procedures
- Risk assessment
- Case management procedures
- Service planning and delivery
- Codes of conduct
- Copies of applicable legislation, regulation and standards and practice frameworks
- Self-care and debriefing processes
- Information relating to:
  - Group needs
  - Network groups
  - Family intervention theory and practice
- Workplace equipment and resources including:
  - Resources and programs to support children and young people
  - Service planning and delivery templates and tools
  - Equipment relevant to client individualised plans
  - Reporting forms and documentation
  - Advocacy frameworks
  - Community information relevant to services
- Workplace technology computers, laptops mobile phones, telephones, printers
- Personal protective equipment appropriate to the role and work area
- Protective aids: alert and safety devices: emergency call systems, key safe, I.D.
- Groups of at least five people for conducting group activities
- Presentation media
- A group of at least three (3) people to whom to give a presentation
- Access to a supervisor who holds a Certificate IV in Child, Youth and Family Intervention or higher level qualification