

# Guidelines for the use of education-related Responsible Parenting Agreements



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The *Parental Support and Responsibility Act 2008* (PSR Act) enables authorised Department of Education officers to enter into Responsible Parenting Agreements with parents of children under the age of 15 years. These Agreements are designed to support parents in cases of persistent non-attendance or where significant disruptive behaviour is occurring at school. Responsible Parenting Agreements help parents to fulfil their responsibilities to ensure their children regularly attend school and behave appropriately. Agreements outline what support is to be provided to the parent by the Department and other agencies and the commitment made by the parent to improve the situation.

## What are Responsible Parenting Agreements?

The PSR Act introduces a system of Responsible Parenting Agreements and Responsible Parenting Orders to help parents of children under 15 years of age who are engaging in anti-social behaviour, persistently absent from school without reasonable cause or committing offences.

The PSR Act enables authorised officers from the Departments of Education, Child Protection and Corrective Services to enter into Responsible Parenting Agreements with parents which clearly sets out actions to be taken by parents and indicates the support services to be provided in order to help parents improve their parenting skills.

A Responsible Parenting Agreement is a formal written Agreement between a parent and an authorised officer of the Department.

Elements of an Agreement may include, but are not limited to, the parent(s):

- taking part in counselling or parenting skills training;
- taking reasonable steps to ensure their child attends school; and/or
- taking reasonable steps to ensure that their child avoids contact with particular people or places.

Under the PSR Act, the Chief Executive Officers of the Departments of Education, Child Protection or Corrective Services may apply to the Children's Court for a Responsible Parenting Order when every effort to engage the parent(s) voluntarily has failed and if it is considered that an Order will make a positive difference to the child's behaviour. A Responsible Parenting Order compels a parent(s) to take up the support offered by agencies and to meet their responsibilities in exercising appropriate control over their child's anti-social, offending or truanting behaviour.

The PSR Act also allows for the sharing of relevant information between certain agencies, provided it is shared in good faith and in accordance with the *Parental Support and Responsibility (Disclosure of Information) Guidelines 2009*.

## When to use Responsible Parenting Agreements

Responsible Parenting Agreements may be of use in cases where schools have attempted to engage parents with support services to improve their child's attendance or school behaviour, but have been unsuccessful.

Agreements may be a useful tool to identify and focus on the issues behind persistent non-attendance or misbehaviour and develop a productive relationship with parents to address these issues. While entering into an Agreement is voluntary, the process provides a level of formality with the school that may result in parental engagement in cases of persistent non-attendance or serious misbehaviour.

Responsible Parenting Agreements are one of a range of strategies available to tackle difficult behaviour and persistent non-attendance. They enable schools to implement more formal measures for engaging with parents, where necessary.

In deciding whether an Agreement is appropriate, the school must make a judgement about whether parenting is a significant factor in the student's persistent non-attendance or anti-social school behaviour. They must also consider whether a parenting program could remedy this, what other requirements might be useful in an Agreement to address the behaviour and whether the parent can be engaged on a voluntary basis.

Suitable cases for an Agreement to be offered may include (but are not limited to):

- parents who have been reluctant or unable to engage with services to improve parenting capacity and/or there has been a history of this;
- as part of a case management strategy in response to persistent non-attendance that has involved consultation with a nominated network or regional officer; and/or
- as part of a case management strategy in response to ongoing or serious anti-social behaviour at school (e.g. a significant number of suspensions, an alternative to recommendation for exclusion or following school exclusion).

Responsible Parenting Agreements are most likely to be effective where the parent(s) wishes to address their child's poor attendance or behaviour but require significant support to do so effectively.

## Using this guideline document

Responsible Parenting Agreements are one of a number of new responses available to schools and regions in response to persistent non-attendance and/or difficult school behaviour. As such, it is important that officers developing Agreements have a good understanding of:

- the requirements of the legislation;
- good practice to ensure procedural fairness is afforded to parents and students;
- the use of Agreements in the context of policies relating to attendance and behaviour; and
- situations in which Agreements may be an appropriate tool in case management.

These guidelines relate to Responsible Parenting Agreements arising from persistent non-attendance and misbehaviour at school. Authorised officers (and other network and

regional officers supporting schools in matters relating to challenging behaviour and persistent non-attendance) and principals should refer to these guidelines.

Guidance on the use of Agreements and Orders arising from anti-social and/or criminal behaviour is available from the Department for Child Protection and the Department for Corrective Services.

## **Relevant documents**

### **Legislation**

*Parental Support and Responsibility Act 2008*

*Parental Support and Responsibility Regulations 2009*

*Parental Support and Responsibility (Disclosure of Information) Guidelines 2009 (Disclosure of Information Guidelines)*

*School Education Act 1999*

*Children and Community Services Act 2004*

### **Department policies**

*Student Attendance*

*Behaviour Management in Schools*

*Disabilities Advisory Panel*

*Exclusions*

### **Other**

*Guidelines for the use of education-related Responsible Parenting Orders*

*Parental Support and Responsibility Act 2008 Explanatory Materials*

*Responsible Parenting Agreements – a guide for parents*

*Responsible Parenting Orders – a guide for parents*

## **Terms and definitions used in this document**

### **Authorised officer**

A public service officer who has been designated by the Director General to be an authorised officer for the purposes of the PSR Act.

For the Department, designated authorised officers will have been nominated by Regional Executive Directors and are dependent upon regional structures.

Note that in the Department of Education, being an authorised officer under the PSR Act is not the same as being an authorised attendance officer under the *School Education Act 1999* and vice versa.

### **Network or Regional officer**

An officer attached to one of the Department's regional education offices or networks. A variety of network and regional officers provide support to schools in the management of students with persistent non-attendance or significant behavioural concerns. The term 'network or regional officer' is designed to include (but is not limited to) attendance officers, school psychologists, retention and participation officers and Aboriginal Islander education officers.

### **Information sharing agency**

An agency that may, in accordance with the *Disclosure of Information Guidelines*:

- disclose relevant information on the request of an authorised officer;
- disclose relevant information to another officer within their agency, to an officer of another information sharing agency or to a prescribed Commonwealth agency.

These agencies may also be asked to provide support services to parents subject to Agreements or Orders, where relevant. The Department is an information sharing agency.

Other information sharing agencies are: Department for Child Protection, Disability Services Commission, Department of Health and each hospital board based on the Hospitals and Health Services Act 1927, Department of Housing, Western Australian Police, Department of Corrective Services, Department of Education Services and the Western Australian Alcohol and Drug Authority.

### **Parent**

In relation to a child, a parent is a person who at law has responsibility for the long-term care, welfare and development of the child; or the day-to-day care, welfare and development of the child. That is, the biological or adoptive parents, or the parents determined by a court of law to be the parents. Caregivers who have day to day care of a child as an informal arrangement are not considered to be parents for the purposes of the PSR Act.

### **Prescribed Commonwealth agency**

An agency that may, in accordance with the *Disclosure of Information Guidelines 2009* and this guideline document, have relevant information disclosed to them by an officer of an information sharing agency.

Prescribed Commonwealth agencies cannot be asked to disclose relevant information for the purposes of the PSR Act. Prescribed Commonwealth agencies are: Centrelink; Department of Human Services, Department of Families, Housing, Community Services and Indigenous Affairs, Department of Immigration and Citizenship and Medicare Australia.

### **Service agency**

A person or body that has provided counselling or courses to a parent under a Responsible Parenting Agreement or Order. Where services are being provided, the agency may provide information to authorised officers upon request but are not required to do so.

## Information request and disclosure

One of the key features of the PSR Act is the sharing of relevant information it enables between government agencies. The exchange of information between agencies aims to promote delivery of coordinated and effective support services to the parents of children under 15 years who are the subject of Responsible Parenting Agreements and Orders.

The PSR Act requires that authorised officers (and/or school and network or regional officers) must not request or disclose information unless it is for one of the following purposes:

- working with parents or agencies to determine the need for an Agreement or Order;
- negotiating an Agreement with a parent and with the agencies considered relevant to the Agreement;
- supporting a parent to comply with an Agreement, including liaising with service agencies or government departments;
- establishing the need to apply for an order in the event that an Agreement is not successful in engaging a parent;
- preparing a submission to the Director General recommending an application for an order is made; or
- providing support to the parent/child in relation to any Order made by the court.

Prior to requesting or disclosing information, authorised officers (and others) are required to make reasonable efforts to obtain the consent of each person to whom the information relates, unless satisfied that it would not be in the best interests of the child to do so. Information may be requested from any information sharing or service agency.

Officers should note that the information sharing provisions contained in the PSR Act and associated *Disclosure of Information Guidelines* apply only to information shared for the purposes of making Responsible Parenting Agreements or Orders.

### Requesting information

Under the PSR Act, only authorised officers may request information of other agencies. Officers should use Appendix B: *Request for information - with consent* or Appendix C: *Request for Information - without consent*.

### Requests for information received from the Departments of Child Protection or Corrective Services

The PSR Act enables officers of the Department other than authorised officers to respond to requests for information under the PSR Act. It is suggested, however, that requests to the Department for relevant information under the PSR Act should be facilitated by authorised officers in the first instance. Schools and other network or regional officers receiving requests for information under the PSR Act should liaise with the relevant authorised officer.

### Disclosure of information without request

The PSR Act provides for the disclosure of relevant information in the absence of a request by an authorised officer. If the information identifies or can be related to a particular person, the officer must, to the extent practicable, make reasonable efforts to obtain consent to

request its disclosure from each person to who the information relates unless it would not be in the best interests of the child to obtain such consent.

Examples where disclosure of information may be considered without consent:

- Where the advantages to the child of sharing information outweigh the disadvantages;
- Where there is risk to the health and safety of the child; and/or
- Where there is supervisory neglect by parents which is having a serious impact on a child's wellbeing and future prospects and sharing information may reasonably be expected to improve the child's situation through the use of a Responsible Parenting Agreement or Order.

Officers disclosing relevant information should make a record of the disclosure of the information. Disclosure must be for the purpose of performing a function under the PSR Act. Officers are not protected by the PSR Act in the disclosure of information in general interagency discussion.

### **Further information**

Authorised officers should familiarise themselves with the full explanation of the requirements; *Disclosure of Information Guidelines* and the *Parental Support and Responsibility Act 2008* Explanatory Materials and contact the Behaviour and Wellbeing Branch for clarification if required.

## **Using Responsible Parenting Agreements**

Responsible Parenting Agreements are not intended to replace existing practice but provide an additional option for working with the parent(s) to bring about an improvement in behaviour and/or attendance.

Agreements are a useful tool in identifying and focusing on the issues behind the non-attendance or misbehaviour and in developing a productive relationship with parents to address these issues. Agreements are a supportive intervention and should not be seen as a punitive measure against the parent.

Entry into a Responsible Parenting Agreement is voluntary. The parent cannot be compelled to enter into an Agreement and there is no obligation on the school or region to offer one.

Responsible Parenting Agreements should only be initiated by the Department where the:

- child is under the age of 15 years;
- child is demonstrating or at risk of developing anti-social behaviour at school or is not attending school (or an approved alternative arrangement) and there is no reasonable cause for absence;
- principal has engaged with a relevant network or regional officer in case management (i.e. consultation with a nominated network or regional officer for cases of persistent non-attendance or another relevant officer for significant behavioural concerns);
- parents have demonstrated reluctance to engage with a service provider regarding the identified behaviour; and
- child is not in need of protection and care under the *Children and Community Services Act 2004*.

## Responsible Parenting Agreements in the case of criminal behaviour or anti-social behaviour in the community

If there is multi-agency involvement and it is considered that the Agreement should cover the areas of criminal behaviour and anti-social behaviour in the community, one agency should take on the role of the lead agency in offering the Agreement and arranging support.

### Arranging a meeting with parents to develop an Agreement

The school should arrange a meeting with the parent to discuss the student's misbehaviour or non-attendance and any related issues. In contacting the parent, officers should give consideration to the best way to approach the parent, bearing in mind that some parents may find it harder to engage than others. Every effort should be made to engage the parents in a collaborative, culturally sensitivity way and the process should be transparent. Depending on their age and understanding, the student may also be invited to attend the meeting or part of the meeting.

If the school (in consultation with an appropriate network or regional officer) has determined that asking the parent to enter into a Responsible Parenting Agreement is an appropriate strategy, the parent should be contacted. They should be provided with an outline of what a Responsible Parenting Agreement is and clearly informed that it is not a punitive or compulsory measure but intended to support the parent and improve the student's attendance and/or behaviour. The information sheet, Responsible Parenting Agreements – a guide for parents, should be provided at the same time.

Where the concern relates to persistent non-attendance, the *Student Attendance* policy indicates that a Responsible Parenting Agreement might be considered as part of a formal meeting with a parent.

School and network or regional officers should ensure any written communication with parents is easy to understand. For information on writing in plain English, see the Publications Writing Style Guide available from the Policies website at [www.policies.det.wa.edu.au](http://www.policies.det.wa.edu.au).

### Facilitating the meeting and the development of the Agreement

At the meeting the facilitating officer should explain the purpose of the meeting and the Agreement and why they feel it may be helpful. The parent should be asked to outline their views on the student's behaviour and/or attendance at school, any underlying issues, how they believe these should be tackled and what they think of the idea of a Responsible Parenting Agreement. They should also be given an opportunity to specify the type of support which they would find helpful. Parents will often be unaware of the different types of support available and the officer may need to summarise the different types of support available in the area to stimulate the discussion.

Officers should explain to parents that a Responsible Parenting Agreement concerns one or more of the following requirements to bring about a positive change in the child's identified behaviour:

- The parents attending parenting guidance counselling, a parenting support group or any other relevant personal development course or group.



- The parents taking all reasonable steps to ensure that the child attends school.
- The parents taking all reasonable steps to ensure that the child avoids contact with a particular person or persons.
- The parents taking all reasonable steps to ensure that the child avoids a particular place or places.
- Other matters relating to the effective parenting of the child.
- Assistance to be given to the parent or child by a government agency to help the parent comply with the Agreement.

Parents should be informed that failure to enter into an Agreement, or to enter into an Agreement but not fulfil its requirements, could lead to the Department making an application to the Children’s Court for a Responsible Parenting Order. Responsibilities need to be clearly articulated, particularly where Standard Australian English is not the first language of the parents.

### **Determining the aim of the Agreement**

Where non-attendance is the behaviour of concern, the aim may include the parent ensuring the child attends school unless he or she is unwell or there is another acceptable reason for the absence. When disruptive behaviour at school is of concern, the aim may include the parent ensuring the child behaves in school in a way that is conducive to their own and others’ learning. The Agreement should include the parent’s commitment to a course of action that aims to support and strengthen their capacity to bring about the desired behaviour change in the child, such as participation in a parent education course or counselling.

### **Determining the strategies to be included in the Agreement**

The strategies of the Agreement are smaller steps, taken in a sequence, that culminate in the achievement of the aim. Some strategies may run concurrently while some strategies may be contingent on the meeting of earlier strategies. It may be appropriate to retain some strategies for implementation following the first review.

The breadth and range of strategies are negotiable and should be adapted to the context and capacities of the parents and timeframes should be appropriate to the availability of services in the community.

Parents will often be unaware of the different types of support available and the network or regional officer should provide information about this. Useful supports might include parenting services or classes such as ParentSupport, Positive Parenting Program (Triple P), assistance with transport to and from school, breakfast/lunch programs, provision of financial advice, drug and alcohol counselling, etc.

Schools (and network or regional officers) should consider a variety of support programs that might help the parent to improve their child’s behaviour or attendance at school. In assessing the suitability of any counselling or guidance program, the officer preparing the Agreement should consider who will run the course, the training and experience of the facilitator including their ability to engage with parents, whether classes will be group or individually-based and whether there are particular cultural and social factors to be considered.

## Writing up the Agreement

Once the aim and strategies have been negotiated, the Agreement should be documented using Appendix A: *Responsible Parenting Agreement*.

The Agreement should be written in a language that the parent can easily understand (translated where necessary). Except where there is no contact with a parent, or where contact may place the child at risk, Agreements should be made with both parents of the child concerned. Where it is desirable to have different requirements for each parent then a separate but linked Agreement could be arranged for each parent.

It may take more than one meeting to draft the Agreement and schools may ask that specific agencies (such as ParentSupport) are involved in the process.

## Term of the Agreement

The period covered by the Agreement can be anytime up to 12 months.

## Signing the Agreement

Although principals or network or regional officers may work with schools, parents and other agencies in the development of an Agreement, the region's designated authorised officer must sign the Agreement for it to comply with the PSR Act. Authorised officers may wish to sign the Agreement as part of a formal meeting with the school and/or parents. This formal meeting helps the parent to understand the serious nature of the undertaking and provides the authorised officer with an opportunity to ensure the parent understand the nature of the Agreement. Authorised officers will have been nominated by Regional Executive Directors, dependent on regional structure and formally designated by the Director General.

The PSR Act also requires the Agreement to be signed by the parent.

If appropriate, an Agreement may also be signed (but is not required to be) by the agency or agencies undertaking to provide a service to the parent as part of an Agreement, or by the government agency that is agreeing to help the parent comply with the Agreement.

It is recommended that the Agreement is also signed by the principal.

## Reviewing the Agreement

Authorised officers must:

- establish a review date for a signed Responsible Parenting Agreement;
- engage the signatories to the Agreement in the review of the Agreement; and
- decide at the review whether to:
  - continue the Agreement;
  - terminate the Agreement (e.g. the Agreement has worked and the aim has been achieved);
  - recommend application for a Responsible Parenting Order (e.g. the parents have reneged on the Agreement);
  - conclude without recommendation to apply for an Order (e.g. the family has moved away or there is no value for the child in pursuing this); or

- recommend a referral for consideration of prosecution of the parent under the *School Education Act 1999* (for persistent non-attendance).

If a decision is made to continue the Agreement, collaboration with the parents should involve deciding which strategies need to be continued and, if appropriate, the development of a further set of strategies by which the aim can be realised. Authorised officers must be involved in the review.

The timing of a review should fit within the scheme of the strategies. It is recommended that a review occur a minimum of every three months. A review may be scheduled earlier if concerns exist.

To prepare for a review the authorised officer may need to request information from the relevant agency providing service.

Agencies may make recommendations to the review regarding the efficacy of their involvement in the strategies and attend a review, if this is felt to be appropriate.

At a review the information can be explored in terms of whether each of the strategies are bringing the parent any closer to achieving the aim. If it is believed they are, then they may need refining and other strategies can be added if they are felt to have any potential.

If the documented strategies are not believed to be bringing the parent any closer to achieving the aim of the Agreement, the reasons need to be considered. If they have been tried and found ineffective then new ones need to be explored. If a lack of resources is contributing, such as a service being unavailable, other services should be considered.

This process of collaboration, activity and review should involve the school and continue until the aim of the Agreement is achieved or the term of the Agreement expires (up to 12 months).

### **Ending the responsible parent Agreement**

Authorised officers must certify that the Responsible Parenting Agreement does not continue for a period longer than 12 months.

If the aim is achieved before three months a further review should be considered between three and six months later in order to sustain the change.

If the aim is not achieved, where parents are not complying with an Agreement, consideration should be given to whether it is in the best interests of the child to make an application for a Responsible Parenting Order.

### **Concerns arising in the development of a Responsible Parenting Agreement**

#### **Non-attendance at the meeting**

If the parent fails to attend the meeting without good reason or notification, further attempts should be made to contact them and arrange a meeting. A letter would be appropriate in these circumstances, with a phone call or home visit as appropriate to the situation. All such attempts should be recorded.

### **Failure to comply with or refusal to sign an Agreement**

There is no sanction for a parent's failure to comply with, or refusal to sign, a Responsible Parenting Agreement. However, if a student's misbehaviour or poor attendance continues or escalates to such a level that the school and region consider that an application for an Order is appropriate, the court will be required to take into consideration any failure by the parent to comply with, or enter into, the Agreement in deciding whether to make the Order. Similarly, if the situation does not improve or escalates to the point where prosecution (of the parent for an offence under the *School Education Act 1999* relating to persistent non-attendance) is deemed appropriate, any failure or refusal may be presented as evidence in the case. It is therefore important that any non-compliance with the Agreement is recorded so that it can be presented to the court if necessary.

### **Refusal to enter into an Agreement**

Parenting Agreements are voluntary but officers should make all efforts to engage with the parent to negotiate an Agreement if it considers that it would be appropriate and helpful to the parent. If a parent refuses to enter into an Agreement then the case manager should seek to meet all legitimate concerns and ensure that a written record is kept of all efforts to negotiate an Agreement. This would include whether the parent was willing to meet to discuss the possibility and, if so, what was said. This record may be used in the event of a later application for a Responsible Parenting Order or prosecution for non-attendance.

### **Non-compliance with the Agreement**

Every instance of non-compliance identified should have a response. The person responsible for case managing the Agreement should contact the parent in the most appropriate way to seek an explanation as soon as possible. Where the explanation seems reasonable and the Agreement is still proving useful, then this should be recorded and the Agreement should continue as normal. If the explanation shows that the Agreement is proving difficult to comply with through no fault of the parent, then a meeting should be arranged with the parent to review the Agreement and amend it, if appropriate.,

If no explanation is given or the case manager is not satisfied with the explanation, they should give the parent a warning, which may be in the form of a letter. A record of the warning should be documented. If there are further instances, they should arrange a meeting with the parent to review the Agreement and discuss how it can be made to work.

In light of this meeting, it should be decided whether the non-compliance is undermining the Agreement to the extent that it is no longer useful, in which case an alternative course of action would need to be decided upon. The decision and reasons for the decision should be recorded. This can be used in any future application for a Responsible Parenting Order or in a prosecution for non-attendance.

### **Child protection**

From time to time, work relating to the development of a Responsible Parenting Agreement may lead officers to identify actual or potential child protection issues. Officers should refer to the Department's *Child Protection* policy in these instances.

## Reporting requirements

The Department for Child Protection is required to undertake an annual review of all undertakings of the PSR Act, including those by Department of Education authorised officers. Authorised officers should complete and forward Appendix D: *Record of activities* (including nil returns) to the Behaviour and Wellbeing Branch at the end of each school term to enable information to be provided in a timely manner.

## Acknowledgments

Thank you to the following agencies for permission to adapt resources in the development of this guideline document:

*Western Australian Department for Child Protection*

*Guidance on education-related parenting contracts, parenting orders and penalty notices.*

*The Department for Children, Schools and Families, United Kingdom.*

# Appendix A: Responsible Parenting Agreement



Department of  
**Education**

## This Agreement is between:

Name of authorised officer:	
Role:	
Region:	

and

Name of parent 1:	
Relationship to the child:	
Name of parent 2:	
Relationship to the child:	

## Concerning

Name of child:	
Date of birth:	
School:	

## Duration of the Agreement

Commencement date:	
Conclusion date:	
Outcome:	

This Responsible Parenting Agreement is made under the auspices of the *Parental Support and Responsibility Act 2008*. A parent who refuses to take part or who, having taken part fails to comply with the Agreement can become the subject of a responsible parenting order. Detailed information about Responsible Parenting Agreements and Orders can be found at [www.det.wa.edu.au/studentsupport](http://www.det.wa.edu.au/studentsupport)

### Contact details and signatures

Authorised officer:	
Address:	
Telephone:	
Signature of authorised officer:	

Parent 1:	
Address:	
Telephone:	
Signature of parent 1:	

Parent 2:	
Address:	
Telephone:	
Signature of parent 2:	

Other:	
Address:	
Telephone:	
Signature:	

### Problem behaviour/s giving rise to the Agreement

Name of child:	
<b>Behaviour of concern:</b>	
Anti-social:	
Criminal:	
School non-attendance	

### Aim of the Agreement

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### Strategies that support the aim

<b>WHAT</b> (Detail the strategies)	<b>Action by Department of Education</b>  (Indicate who – e.g. authorised officer, principal, network or regional officer).	<b>Action by parents</b>	<b>Timeframe</b>



### Agreement Review

Reviews will have one of five outcomes:

- Continue (in which case existing strategies may need refining or new strategies determined);
- Complete (e.g. the Agreement has worked and the aim has been achieved);
- Conclude with a recommendation to apply for a Responsible Parenting Order (e.g. the parents have reneged on the Agreement);
- Conclude without recommendation to apply for an Order (e.g. the family has moved away or there is no value for the child in pursuing this); or
- Conclude with a recommendation for consideration of prosecution of the parent under the *School Education Act 1999* (for persistent non-attendance).

### Outcome at first review

Date:	
Signature of authorised officer:	

### Outcome at second review

Date:	
Signature of authorised officer:	

### Outcome at final review

Date:	
Signature of authorised officer:	

## Appendix B: Request for information (with consent)



### Department of Education

This request for information is made under the *Parental Support and Responsibility Act 2008*, s.10 and in accordance with *Parental Support and Responsibility (Disclosure of Information) Guidelines 2009*.

The *Parental Support and Responsibility Act 2008* (the PSR Act), *Parental Support and Responsibility Regulations 2009*, (the Regulations) and the *Parental Support and Responsibility (Disclosure of Information) Guidelines 2009* (the Guidelines) introduce a system of Responsible Parenting Agreements and Responsible Parenting Orders to help parents of children under 15 years who are engaging in anti-social behaviour, persistent school non-attendance or committing offences.

The PSR Act and Guidelines also contain provisions for the sharing of relevant information between certain government and service agencies to promote the delivery of coordinated and effective support services to parent(s) who are the subject of Agreements or orders.

The Guidelines state that reasonable efforts must be made to obtain informed consent for the sharing of relevant information for the purposes of the PSR Act, unless it is not in the best interests of the child to do so.

The following is a request for information under the PSR Act from a Department of Education authorised officer. Verification of the authorised officer's identity and role can be made by contacting the relevant Department of Education regional education office.

More detailed information on the PSR Act, Regulations and Guidelines for agency staff may be found on the Department for Child Protection's website.<sup>1</sup>

#### Requesting information from

Name of agency/service from whom information is sought:	<input type="text"/>		
Officer or worker:	<input type="text"/>	Position:	<input type="text"/>
Address:	<input type="text"/>		
Phone No(s):	<input type="text"/>	Fax No:	<input type="text"/>
		Email:	<input type="text"/>

#### Authorised officer making request

Officer's Name:	<input type="text"/>	Position:	<input type="text"/>
Regional Office:	<input type="text"/>	Phone No:	<input type="text"/>
Fax Number:	<input type="text"/>	Email:	<input type="text"/>

<sup>1</sup> [www.childprotection.wa.gov.au/DCP/AboutDCP/Legislation](http://www.childprotection.wa.gov.au/DCP/AboutDCP/Legislation)

**Person(s) to whom the information relates**

Parent(s) Full Name(s):  Date(s) of Birth:

Address(es):

Phone No:

Child(ren)'s name(s):  Date(s) of Birth:

**Purpose for which information is sought (under the PSR Act)**

- Responsible Parenting Agreement
- Responsible Parenting Order
- Reviewing progress of an Agreement or Order, or ongoing support

**Details of information sought**

**Reason for request** (outline context: reason for seeking information and how the information will be used)

Should you wish to discuss this request for information, please do not hesitate to contact the authorised officer on the number provided.

**Consent to share information**

I (please print):  give my consent to

(name of officer and agency/ service)  to share information as requested in this form with

(name of officer/worker and agency/service)

I have been informed about the nature of the information that will be shared with my consent and what the information will be used for. If I am not happy with the manner in which any of the information is managed, I will contact the authorised officer nominated on this form.

Signature  Date:

Consent is valid from (dd/mm/yyyy to dd/mm/yyyy)

**Alternative record of consent** (please indicate and note location if alternative record of consent made)

**Feedback required by agency or service** (please tick applicable options for feedback from the Department of Education)

<input type="checkbox"/>	No feedback required
<input type="checkbox"/>	Progress of Responsible Parenting Agreement
<input type="checkbox"/>	Progress of Responsible Parenting Order
<input type="checkbox"/>	Ongoing liaison
<input type="checkbox"/>	Other (please specify)

## Appendix C: Request for information (without consent)



### Department of Education

This request for information is made under the *Parental Support and Responsibility Act 2008*, s.10 and in accordance with *Parental Support and Responsibility (Disclosure of Information) Guidelines 2009*.

The *Parental Support and Responsibility Act 2008* (the PSR Act), *Parental Support and Responsibility Regulations 2009*, (the Regulations) and the *Parental Support and Responsibility (Disclosure of Information) Guidelines 2009* (the Guidelines) introduce a system of Responsible Parenting Agreements and Responsible Parenting Orders to help parents of children under 15 years who are engaging in anti-social behaviour, persistent school non-attendance or committing offences.

The PSR Act and Guidelines also contain provisions for the sharing of relevant information between certain government and service agencies to promote the delivery of coordinated and effective support services to parent(s) who are the subject of Agreements or orders.

The Guidelines state that reasonable efforts must be made to obtain informed consent for the sharing of relevant information for the purposes of the PSR Act, unless it is not in the best interests of the child to do so.

The following is a request for information under the PSR Act from a Department of Education authorised officer. Verification of the authorised officer's identity and role can be made by contacting the relevant Department of Education regional education office.

More detailed information on the PSR Act, Regulations and Guidelines for agency staff may be found on the Department for Child Protection's website.<sup>2</sup>

#### Requesting information from

Name of agency/service from whom information is sought:	<input type="text"/>		
Officer or worker:	<input type="text"/>	Position:	<input type="text"/>
Address:	<input type="text"/>		
Phone No(s):	<input type="text"/>	Fax No:	<input type="text"/>
		Email:	<input type="text"/>

#### Authorised officer making request

Officer's Name:	<input type="text"/>	Position:	<input type="text"/>
Regional Office:	<input type="text"/>	Phone No:	<input type="text"/>
Fax Number:	<input type="text"/>	Email:	<input type="text"/>

<sup>2</sup> [www.childprotection.wa.gov.au/DCP/AboutDCP/Legislation](http://www.childprotection.wa.gov.au/DCP/AboutDCP/Legislation)

**Person(s) to whom the information relates**

Parent(s) Full Name(s):  Date(s) of Birth:

Address(es):

Phone No:

Child(ren)'s name(s):  Date(s) of Birth:

**Purpose for which information is sought (under the PSR Act)**

- Responsible Parenting Agreement
- Responsible Parenting Order
- Reviewing progress of an Agreement or Order, or ongoing support

**Details of information sought**

**Reason for Request** (outline context: reason for seeking information and how the information will be used)

**Reason why information is being sought without the consent of person(s) to whom it relates**

Should you wish to discuss this request for information, please do not hesitate to contact the authorised officer on the number provided.

**Feedback required by agency or service** (please tick applicable options for feedback from the Department of Education)

- No feedback required
- Progress of Responsible Parenting Agreement
- Progress of Responsible Parenting Order
- Ongoing liaison
- Other (please specify)

# Appendix D: Record of activities



Department of  
Education

Completed records (including nil returns) of activities undertaken by authorised officers under the *Parental Support and Responsibility Act 2008* should be forwarded to the Behaviour and Wellbeing Branch at the end of each school term.

Officer keeping the record:  Region:

Period of report (term):  Year:

Agreements signed in the report period:

**Requests pursuant to an Agreement** (please use one row per request)

Name of information sharing agency	Name of service	With parental consent?	Was the information provided?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Requests pursuant to an Order** (please use one row per request)

Name of information sharing agency	Name of service	With parental consent?	Was the information provided?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No