

Archive Search Information For Past Clients.

Barwon Youth, Glastonbury Community Services and Time for Youth, formally merged on 1 July, 2015, to create a new agency, Barwon Child, Youth & Family, with the aim of improving the outcomes and experiences of our clients. Recognising that our enhanced capacity and efficiency better meets the increasing range of complex needs of children, young people and families, we are able to make far greater impact.

The significant history and contribution to the community of the three agencies will continue to be recognized and respected by the new merged entity.

Our History

The foundation stone for the Geelong Orphan Asylum was laid by the Mayor of Geelong on 10 acres of land at Herne Hill in March 1855. The establishment of the orphanage was a response to the sudden increase in abandoned, orphaned and neglected children in Geelong following the discovery of gold in Victoria. In 1862, the orphanage changed its name to the Geelong Protestant Orphan Asylum thus clarifying the asylum's religious connections and support base.

In July 1933 a new orphanage was built in Belmont which included eighty acres that were used for farming. The first family group home was opened in 1974 and by 1982 all children from the orphanage were living in family group homes. Glastonbury purchased St Cuthbert's Children's Home site, Colac in 1977 and established two family group homes.

The Barwon Association for Youth Support and Accommodation (BAYSA) was founded in 1981, as a non Government response to the increasing numbers of young people from Barwon region, being placed in the Metropolitan areas of Victoria. Lismore House was purchased and operated as a youth hostel and later Wahroonga Youth Hostel was opened..

Over time a broad range of programs and services were provided to young people across the Barwon region. Key service platforms have included transitional accommodation and housing supports, youth mentoring, education and training pathways, alcohol and drug services, Youth Justice and Leaving care supports.

In 2006, BAYSA changed its name to Barwon Youth, to better reflect the more contemporary suite of supports and services it provided.

Similarly, in 1987, BYAS (Barwon Youth Accommodation Service) was established to address the increased problems of homelessness amongst vulnerable youth. Services provided for young people between 10- 25 years have included youth and family support programs, crisis and transitional accommodation, housing supports and supported referral pathways as well as mediation, and youth connect programs.

Today Barwon Child, Youth & Family continues to provide an integrated suite of support services across five key areas: Early Years; Family & Community Services; Youth Services; Specialist intervention Services and Out of Home Care and Placement Prevention Services.

We welcome people contacting us in search of information about themselves or members of their immediate or extended family who have spent part of their childhood in the care of any of our forming organisations.

Our former names include:

Geelong Orphan Asylum
The Geelong Protestant Orphan Asylum
The Geelong & Western District Protestant Orphanage
Glastonbury – Geelong Protestant Orphanage
Glastonbury Children’s Home – Geelong
Glastonbury Child and Family Services
Glastonbury Community Services
BYAS (Barwon Youth Accommodation Service) City Limits
Time For Youth City Limits
Baysa Lismore House
YASS (Youth Accommodation Supervision Scheme)
TAPS (The Adolescent Placement Scheme)
Wahroonga Hostel
ACP (Adolescent Community Placement)

Barwon Child, Youth & Family retains permanently the records of children and young people who were placed in out-of-home care at any of the above facilities. We retain other records of children, young people and families that have received services from the three founding agencies, according to current disposal legislation schedules. Under current legislation, Barwon Child, Youth & Family is obliged to treat information that we record as private and confidential.

Barwon Child, Youth & Family is unable to guarantee to have information about all past orphanage clients. Record keeping in times gone by was often scant and some past clients may only have an entry in the admissions books.

If we do have records about you or a member of your family we will process your request as quickly as possible. However, under the Privacy Laws we cannot release information about a third party unless that person gives their written permission or they are deceased. Therefore, we may need to take certain information out of your records before it is provided.

The next step

In the information Pack you will find the following:

1. Application to access client records
2. Letter of Authority

Firstly, we ask if you could fill out and sign the application to access records form and provide photo identification (eg: drivers licence or passport) so we can confirm your identity. If you have changed your name you must include documentation re: name change. Do not worry if you do not have exact dates of when you were in care.

Secondly, return the form and copies of ID in the stamp address envelope provided.

The letter or authority is only to be completed if you are asking another person to act on your behalf and receive the information for you.

If you are searching for family members

If you are searching for deceased relatives you should follow the above process but include a copy of a death certificate. If your relative is still living, you will need to have their permission to access information on them. They would need to complete the letter of authority form.

The Archive search

Once you have provided us with the appropriate information we will proceed to search our records. Information can then be photocopied for you after third party information has been deleted. With more recent files, which can be very large, processing can take time but, if this is the case, we will contact you. Once we have processed your information we will contact you and make arrangements for you to come into the office to collect the information or to have it sent to you via registered post.

Support and Counselling

We understand that people's experience of being in care varies greatly. For some it gave them opportunities while for other it may have been a source of shame and painful memories. Therefore, we appreciate how difficult and painful obtaining viewing childhood records may be for some people. We aim to give you as much support as your require during this process. In some cases we may offer you a referral to a specialist service.

Need extra help

If you have any questions of need help with forms please do not hesitate to contact Our Records Management Team on 52214466.

Other resources

The Adoption & Family Records Services is offered by the Department of Human Services phone 03 8608 5700/1300 769926.

CLAN (Care Leavers Australia Network) is a support and advocacy group for people who were brought up in care phone 029707 4520 email: support@clan.org.au
 Support Service

Version Number	Date Approved	Takes effect from:	Approved By	Brief Description
<i>Document BCYF-OD- Heritage</i>	02/09/2015	02/09/2015	Executive Director Organizational Development	Archive search information for past care leavers.
Author	Project Manager Information Systems			
Reviewer	Executive Director Organizational Development			
Custodian	Executive Director Organizational Development			

Application to Access Client Records

Please complete this application if you are seeking information about yourself or others that have either been in residential /foster care, or used the services of Barwon Child Youth & Family or its predecessor agencies. The information you provide in this form will (a) primarily guide Barwon Child Youth & Family to locate the requested record(s), and (b) ensure that the information is appropriately accessed. The information you provide is private and confidential and its collection, use and disclosure is subject to information privacy legislation.

Also enclosed with this application is a **Letter of Authority** (to be completed) that allows the disclosure of third party information. Information about parents and siblings is third party information and may only be released with their consent. Please ensure that you obtain the necessary permissions if you are also seeking information about third parties.

Details concerning the person placed in care or having used Barwon Child Youth & Family Services (please complete as much as possible)

All Known Name(s)	
Date of Birth	
Period during which care or services were provided (approximate dates)	
Name of Institution	
Service or programs	
Mothers Name	
Fathers Name	
Siblings Names	

<p>Please provide a brief explanation of why you seek the information and/or whether this request for information specifically relates to obtaining health information <u>Note:</u> this question is optional</p>	
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Information concerning your identity (please tick boxes and provide copies)

Please confirm your identity
By providing a copy of one
of the Primary Identification
Documents

Copy of Birth Certificate

Copy of Driver's License

Copy of Passport

Please provide this
Identification if it is relevant
to you (name change) or if
the person who was in care
is deceased

Copy of Marriage Certificate

Evidence of Name Change

Copy of Death Certificate

Affirmation and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete and I authorise Barwon Child Youth & Family to conduct the necessary searches and release the requested information to me.

The file remains the property of Barwon Child Youth & Family, however, copies of documents or information in the file where appropriate, will be provided to you.

Information which places the safety and well-being of others at risk may not be provided. Barwon Child Youth & Family retains the right to make this determination.

Name (printed)	
Signature	
Date	

Please return this form to:

**In Confidence, Records Management Office
Barwon Child Youth & Family
12-14 Halstead Place
Geelong West 3218**

Thank you for completing this application form. Please allow up to 45 days for the processing of your application. A Barwon Child Youth & Family staff member will contact you when your information becomes available.

Office use only

Date application received	
Identification Provided/attached	
Worker Name and Signature	

LETTER OF AUTHORITY

This letter of authority allows Barwon Child Youth & Family to issue information about you to any other person that you nominate, also known as the release of third party information. Only complete this form if you are nominating an agent/representative to act on your behalf or if you are agreeing to someone else viewing or receiving information about you.

I, _____
(Print full name of the person giving the authority/consent)

Of _____
(Print the full address of the person giving the authority/consent)

Duly authorise the following person(s) to either:

- a) Act as my representative/agent
- b) View and/or receive any information about me

(Note: cross out and initial that above which does not apply)

_____ Of _____
(Print the full name and address of the person being authorised)

_____ Of _____
(Print the full name and address of the person being authorised)

Duration of this authority:

The duration of this authority is limited to the period required to (a) conduct an archive search and (b) release information to the person(s) being authorised.

Or up to the period specified below:

Date _____

Signed by _____ Date _____
(Signature of person giving the authority/consent)

Please return this form with the Application to Access Client Records Form to:

In Confidence, Records Management office
Barwon Child Youth & Family
12-14 Halstead Place
Geelong West 3218