



Kinship-Friendly Form Audit

Use this with registration, intake, consent, emergency-contact and referral forms. The goal is not to remove necessary legal questions, but to separate them from assumptions that every caregiver is a parent.

Identity and family structure

- ☐ Form uses inclusive labels such as parent / guardian / caregiver where the legal distinction is not required.
- ☐ Form does not assume the caregiver and child share a surname or address.
- ☐ Form allows a family to identify more than two important adults where relevant.
- ☐ Relationship-to-child options include relative, grandparent, sibling, family friend or other caregiver.

Authority and consent

- ☐ Questions clearly distinguish day-to-day caregiver information from legal authority.
- ☐ Where legal consent is required, the form says what documentation may be needed.
- ☐ Emergency-contact questions are not confused with guardianship or custody questions.
- ☐ Staff have a process for unusual arrangements instead of rejecting the form automatically.

Privacy and trauma

- ☐ Form collects only information needed for the service.
- ☐ Sensitive questions explain why the information is being requested.
- ☐ Family trauma, parent circumstances and Child Protection history are not requested unless genuinely necessary.
- ☐ Forms avoid forcing children or caregivers to disclose private family details in public settings.

Access and follow-up

- ☐ Form explains who will contact the family and what happens next.
- ☐ Language, disability and technology access needs can be identified.
- ☐ Fee assistance, transportation or scheduling barriers can be raised privately.
- ☐ Staff know where to refer a caregiver when the organization cannot solve the issue.



Form Audit: Changes to Make

Form / process being reviewed

Department / program

Reviewed by

Date

Three changes we will make first

Questions we need legal / privacy guidance on

Who owns the update and by when?

Quick test

Could a grandparent or other kin caregiver complete this form without being forced to pretend they are the child's parent, while still giving the organization the legal information it actually needs?