

## **BCYF Heritage Information**

Barwon Child, Youth & Family (BCYF) was formed in 2015 through the merge of Barwon Youth, Glastonbury Community Services and Time for Youth, with the aim of improving the outcomes and experiences of our clients.

BCYF provides a service to assist past clients and care leavers of BCYF, or its founding organisations, or in certain circumstances their families, to access their personal information and records.

Founded in 1855, the Geelong Orphan Asylum was established in response to caring for abandoned, neglected and orphaned children following the Victorian gold rush. A number of name changes occurred and are listed below.

The Geelong Protestant Orphan Asylum	<b>1862</b>
The Geelong and Western District Protestant Orphanage	<b>1909</b>
Glastonbury – Geelong Protestant Orphanage	<b>1955</b>
Glastonbury Children's Home – Geelong	<b>1977</b>
Glastonbury Child and Family Services	<b>1984</b>
Glastonbury Community Services	<b>2011</b>
Barwon Child, Youth & Family	<b>1 July 2015</b>

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 the Wahrenga Youth Hostel was opened. 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, Barwon Youth Accommodation Service (BYAS) was established to address the increased problems of homelessness amongst vulnerable youth. It also focused on services tailored for young people between 10- 25 years. In 2007, BYAS changed its name to Time for Youth.

BCYF preserves and holds records and information for all BCYF services up until the present day, however BCYF is unable to guarantee to have all information about all past orphanage clients. Record keeping in times gone by was often scant and some past clients many 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

## **What Services can BCYF provide?**

**Access to Heritage Information** - including access to and copies of client records held by BCYF. This includes records of children who were in our care (which may include admission forms, register entries, 'boarding out' information, residential care records, foster care records, LAC records, care plans, photos).

### **Requesting Heritage Information**

To apply to access your personal information, you can complete the Application for Release of Personal Information Form.

Please provide (if possible) the following information:

- Date of birth (if known)
- Name at birth
- The approximate dates you were in care or received a service
- Any other information you think will assist us in locating your records

We also need you to provide us with some identification such as:

- Birth Certificate
- Drivers Licence
- Death Certificate (if you are applying as next of kin for a relative's records)

There is no cost for you to access your records.

### **Requesting Other Information**

To apply to access your client files **if you are an existing** client please ask your worker to make contact with the BCYF Privacy Officer on your behalf.

To apply to access your client files from a past service please complete the Request for Release of Personal Information Form.

Please provide (if possible) the

- The name of the service and the approximate dates you received a service
- Any other information you think will assist us in locating your records

We also need you to provide us with some identification such as:

- Birth Certificate
- Drivers Licence

If you have any questions, please contact our Privacy Officer on 5226 8900 or via email [Feedback@bcyf.org.au](mailto:Feedback@bcyf.org.au)