



Child representatives

Easy Read fact sheet



ndis

[ndis.gov.au](https://www.ndis.gov.au)

How to use this fact sheet



The National Disability Insurance Agency (NDIA) wrote this fact sheet.

When you see the word 'we', it means the NDIA.



We wrote this fact sheet in an easy to read way.

We use pictures to explain some ideas.

Bold

Not bold

We wrote some important words in **bold**.

This means the letters are thicker and darker.



We explain what these words mean.

There is a list of these words on page 24.



This is an Easy Read summary of another fact sheet.

This means it only includes the most important ideas.



You can find the other fact sheet on the NDIS website.

www.ndis.gov.au/resources



You can ask for help to read this fact sheet.

A friend, family member or support person may be able to help you.

What is in this fact sheet?

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About child representatives



An adult will make decisions about the NDIS for a child **participant**.

We call this person a 'child representative'.



Participants are people with disability who take part in the NDIS.



In this fact sheet when we talk about a child, we mean a person who is younger than 18 years old.



Most of the time a child representative will be:

- the parents of a child
- or
- another person with **parental responsibility**.



A person with parental responsibility can act and make decisions for a child.

It might be:

- the child's parents
- another person who legally cares for the child.



A child can have more than one representative.



You can find out more about child representatives on the NDIS website.

ourguidelines.ndis.gov.au/child-representative

What child representatives do

When you are a child representative, you support a child by:



- working with us



- making decisions for them.



You must also support the child in the best way you can.

Working with us

As a child representative, you will:



- communicate with us about the child



- share information about the child when we ask for it



- work with us to make the child's **NDIS plan**.



A child's NDIS plan explains how the NDIS will support them.

When you are a child representative, you need to tell us:



- when the supports in the child's plan need to change



- how you want to manage the child's plan.



You will also choose which **providers** will deliver the child's supports.

Providers support people who take part in the NDIS by delivering a service.

Making decisions for your child



As a child representative, you will make decisions for the child.



When you make decisions, you must:

- understand what supports the child wants and needs
- support what the child wants, when you can.



You should support the child to take part in making these decisions.



Child representatives must also talk to other important people in the child's life.

For example:

- other child representatives
- people who support the child
- **guardians.**



A guardian is a person who acts and makes decisions for the child.

A child's guardian might be:

- a member of their family
- a friend
- someone the government chooses.

Supporting a child



As a child representative, you must always do the right thing for the child.

This means you must:



- keep the child safe from harm



- help the child grow and develop



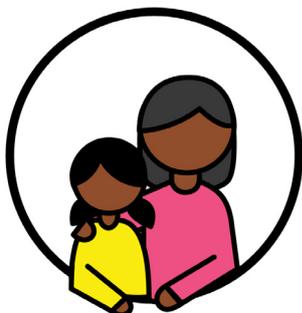
- teach the child how to make their own decisions.



Child representatives should also support the child to take part in the community.

How to become a child representative

When you are a parent or guardian



You will likely have parental responsibility for a child if you are their:

- parent
- guardian.

This means you will become their child representative when you:



- apply to the NDIS for the child



- ask for early connections for the child.



Early connections can help you and the child:

- learn to do more things
- build your skills.



You will also become their child representative when you ask for community connections for the child.



Community connections can support the child to:

- take part in their community
- do things that are important to them.



If you are a parent or guardian, you do not have to apply to be a child representative.

When parents are separated



Sometimes parents decide not to be in a relationship with each other anymore.

We call this being **separated**.



Both parents can be a child representative.

Even if they are separated.



Both parents must talk to each other before they make decisions about the NDIS for their child.



We must make sure the child representative is the best person to make these decisions.



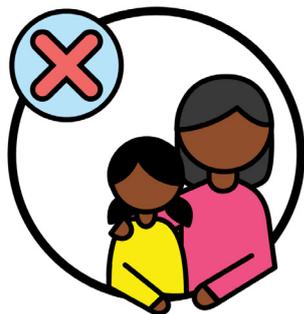
If separated parents cannot work together, we may decide only one parent should be the child representative.



You can find out more about having more than one child representative on the NDIS website.

ourguidelines.ndis.gov.au/more-one-child-representative

Other reasons



We can choose a child representative who is not a:

- parent
- guardian.



You will need to contact us if you:

- do not have parental responsibility for a child
- and
- want to be their child representative.



We will need information from you to understand if you are the best person to be their child representative.



You can find out more about who can be a child representative on the NDIS website.

ourguidelines.ndis.gov.au/who-can-be-child-representative

When you stop being a child representative

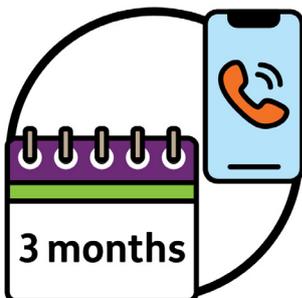
When a child turns 18 years old



When a child turns 18 years old, they are in charge of making their own decisions about the NDIS.



And this means you stop being their child representative.



We will contact you 3 months before the child turns 18 years old to talk about how:

- we can support you and the child
- you can plan for this change.



You can still support the child to make decisions after they turn 18 years old.



The child must give their **consent** for you to do this.

When a child gives you their consent, they say it is ok for you to do something.



They must give their consent for:

- us to share their NDIS information with you
- you to do things for them.



If an adult participant cannot make decisions on their own, they can have a **nominee**.



A nominee is someone a participant chooses to:

- make decisions for them
- do things for them.



Adult participants can also have a nominee if they do not want to make their own decisions.

A child decides to be their own representative



A child might want to be their own representative before they turn 18 years old.



We will remove the child's representatives if we think:

- the child can make their own decisions
- it is right for the child to be their own representative.



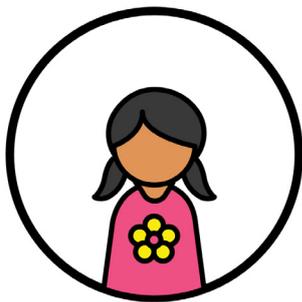
We can do this even if the child needs some support to make their decisions.



A child should talk to their my NDIS contact if they want to be their own representative.

Your my NDIS contact is a support person who you have a lot of contact with.

We will need to talk about this with:



- the child



- the child's representatives.



You can find out more about a child being their own representative on the NDIS website.

ourguidelines.ndis.gov.au/child-represent-themselves

Other reasons



Sometimes we might:

- change a child representative
- remove a child representative.

We might do this because a child representative:



- asks us to



- is no longer the right person to be a child representative.

To remove a child representative, you need to talk to:



- us



- the child's my NDIS contact.

If you do not agree with our decisions



You might not always agree with a decision we make about a child representative.



When this happens, you can ask us to do an **internal review**.



When the NDIA does an internal review, we check:

- how we made a decision
- if we need to change a decision.



You can find out more about what decisions we can check on the NDIS website.

ourguidelines.ndis.gov.au/what-decisions-can-we-review

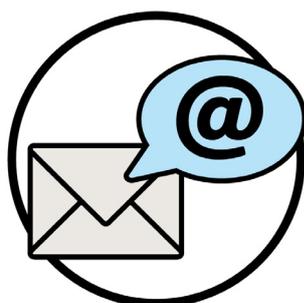
More information

For more information about this fact sheet, please contact us.



You can call us.

1800 800 110



You can send us an email.

enquiries@ndis.gov.au



You can visit one of our offices in person.

You can find an office near you on the
NDIS website.

www.ndis.gov.au/contact/locations

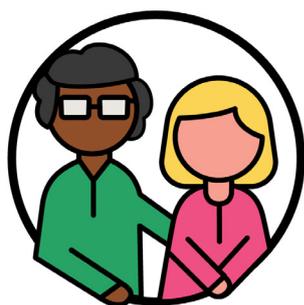
Word list

This list explains what the **bold** words in this fact sheet mean.



Consent

When a child gives you their consent, they say it is okay for you to do something.



Guardian

A guardian is a person who acts and makes decisions for the child.

A child's guardian might be:

- a member of their family
- a friend
- someone the government chooses.



Internal review

When the NDIA does an internal review, we check:

- how we made a decision
- if we need to change a decision.



NDIS plan

A child's NDIS plan explains how the NDIS will support them.



Nominee

A nominee is someone a participant chooses to:

- make decisions for them
- do things for them.



Parental responsibility

A person with parental responsibility can act and make decisions for a child.

It might be:

- the child's parents
- another person who legally cares for the child.



Participants

Participants are people with disability who take part in the NDIS.



Providers

Providers support people with disability by delivering a service.



Separated

Sometimes parents decide not to be in a relationship with each other anymore.

We call this being separated.



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Notes





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