

# Concerns checklist

(Actions to be considered when your concern is NOT about an immediate threat to a child or young person's safety)

## Observations of neglect—for example, poor nutrition or hygiene, inadequate supervision, inappropriate responsibilities in the home, frequent failure to collect from site etc

- Have the issues, as they relate to the child's learning, social development or safety, been raised with the parents or carers?
- Have the parents or carers been advised of local health/parenting/financial/other services that might assist them?
- Have you used all available and appropriate support in your work place to assist you in responding to your observations?
- With frequent failure to collect a child from the site, have you confirmed emergency contacts for overnight care on the enrolment form or discussed alternative arrangements?

## Persistent non-attendance of compulsory-age children

- Has a referral been made to the Department for Education attendance and engagement officer or delegate and has a file of actions taken by the school, student support services team and other agencies been compiled?

## Children and young people in care (Guardianship)

- Has the child or young person's case worker been contacted to discuss concerns?
- Has the staff member who established the student's Individual Education Plan (principal, preschool director or delegate) been consulted?

## Children with Aboriginal or Torres Strait Islander identity

- Has the site and/or education office Aboriginal Community Education Manager/Aboriginal Service Engagement Officer or other services supporting the child/young person or their family been consulted?

## Children with disability

- Has the special educator, student support services team staff or other professionals supporting the child or young person been asked for advice and have family members been consulted?

## Children of culturally and linguistically diverse (CALD) backgrounds

- Has the site contacted the CALD community liaison officers (Department for Education only)

## Young people with 'at risk' behaviour—for example, offending, substance abuse, signs of mental health problems, sexual vulnerability, home instability

- Have you and/or a senior staff member communicated your concerns with parents or carers where safe to do so?
- Have you and/or a senior staff member established a belief that the parents or carers are not protective?
- Have you and/or a senior staff member linked the young person to appropriate youth services including mental health/health/juvenile justice services?
- Have you and/or a senior staff member used integrated support services team or referred to an interagency service?

## Discussion with other professionals working with the child or young person or their family members (siblings etc)

- Have you discussed your concerns with your principal/director/senior staff member/student support team etc?
- Have you discussed your concerns with out of school hours care (OSHC), family day care, child care, preschool staff?
- Have you discussed your concerns with staff at education or care sites where the child was previously enrolled?
- Have you discussed your concerns with other agencies—government, non-government, local government?

## Documentation of your actions

- Have you ensured that the site has recorded the actions it has taken in following up on its concerns?