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/caregivers?
- Have the parents/caregivers been advised of local health/parenting/financial/other services that might assist them?
- Have you used all available and appropriate support in your workplace 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 DECD 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/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 (DECD 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/caregivers where safe to do so?
- Have you and/or a senior staff member established a belief that the parents/caregivers 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/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 OSHC, family day care, child care, preschool personnel?
- 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?