

Notification checklist

(Information you should have with you, if available, when you make a notification)

Identification details:

- full name (including aka: 'also known as' by other surnames)
 - date of birth/age/year level
 - current address; contact number
 - school or care setting
 - Aboriginal or Torres Strait Islander identity/kinship group
 - non-English speaking/disability
 - alleged perpetrator's name, age, address, relationship to child/young person, current whereabouts
 - current whereabouts of child/young person
 - next contact with alleged perpetrator
- child/young person
siblings
parents/caregivers

Notifier details:

- your full name, job title or role in the school or care setting
- name, address and contact number of school or care setting
- your relationship to child/young person of concern
- type of contact you have with the family/how frequent
- capacity in which you are working with child/family

Details of concerns:

- if child/young person disclosed: What did child/young person say?/What was the emotional presentation?
- who saw/heard what and when
- size and location of injuries/description of any bruising
- child/young person been seen by a GP; if so, name and contact number
- description of carer behaviours of concern and frequency/severity
- description of any of child's/young person's behaviours of concern and frequency/severity

Other family details:

- are parents separated; any Family Court orders
- does custodial/non-custodial parent have a partner/partner's name
- knowledge about the functioning of the family or family violence/animal cruelty/violence to people outside of the family or drug/alcohol abuse/mental health problems or extended family or other support networks/child care arrangements or nature of involvement with any agencies/any relevant health factors

History of education/care actions:

- response from parents/caregivers when concerns have been raised with them
- 'take up' from parents/caregivers of referrals facilitated for them
- special supports for the child/young person (SSO support/breakfast program/transport/uniform/modified/learning program/counselling/mentoring/overnight care)
- referrals and involvement of integrated support services team with child/young person
- involvement of other government or non-government services
- files/documents available for transfer to child protection staff
- your discussion with principal/director or delegate about this notification
- your record of this notification on the official form in your site leader's office