

Notification Checklist: Education & Care

(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 Island identity. Kinship group
 - non-English speaking. disability
 - alleged perpetrator's name, age, address, relationship to child, current whereabouts
 - current whereabouts of child/young person
 - next contact with alleged perpetrator
- } child/young person
siblings
parents/carers

notifier details:

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

details of concerns:

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

other family details:

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

history of education / care actions:

- response from parents / carers when issues have been raised with them
- 'take up' from parents / carers of referrals facilitated for them
- special supports for the child/young person (SSO support / breakfast program / transport/ uniform / laundering / modified learning program/ counselling/ mentoring/ overnight care)
- referrals and involvement of district support services with child/young person
- involvement of other government or non government services
- files/documents available for transfer to Families SA
- your discussion with principal / director or delegate about this notification

request for further contact:

- If you are advised that your notification is likely to result in Families SA action do you want a discussion with the Families SA district centre before that action occurs
- have you made this expectation clear to the CARL worker