

Pre - Notification Checklist: Education & Care

(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 parent/carer
- has the parent/carer been advised of local health / welfare / parenting / financial services that might assist them
- have you used all available & appropriate support in your school or regional office 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 / discussed alternative arrangements using, for example, approved Family Day Care

persistent non-attendance of compulsory age children

- has a referral been made to the DECS Attendance Counsellor or delegate and has the Attendance Counsellor compiled a file of actions taken by the school, regional support staff and other agencies.

children under the Guardianship of the Minister

- 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 (usually the school counsellor) been consulted

children with Aboriginal or Torres Strait Islander identity

- has the site and or regional office Aboriginal support staff been asked for advice or other groups supporting the child/young person or their family

children with a disability

- has the regional disability support staff or other professionals supporting the child/young person or their family members been asked for advice

young people with 'at risk' behaviour – offending, substance abuse, self harming, sexual vulnerability, home instability - have you and/or a senior staff member

- communicated your concerns with parents/carers
- established a belief that the parents are not protective
- linked the young person to appropriate youth health / mental health / welfare / juvenile justice services
- used regional support services or referred to an interagency forum

have you discussed your concerns with other professionals working with the child/young person or their family members (siblings etc)

- OSHC, family day care, child care, pre-school personnel
- Staff at education or care sites where the child was previously enrolled
- Other agencies - government, non government, local government
- Your principal/director/senior staff member/student support team etc

documentation of your actions

- make sure the site has recorded the actions it has taken in following up on its concerns

These forms can be downloaded from the CESA website see:

[Home](#) ➤ [CESA Services](#) ➤ [Child Protection & Mandatory Reporting](#) ➤ [Responding to Child Abuse and Neglect](#)