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| Investigation planning checklist |
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|  | Yes | No |
| Investigation plan complete and endorsed by supervisor*All investigation plans must be endorsed prior to commencing investigation* |[ ] [ ]
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| First Visit |
| Announced visit to parent |[ ] [ ]
| Child to be seen at home |[ ] [ ]
| Parental permission prior to seeing child |[ ] [ ]
| For information related to interviewing a child at an education facility prior to obtaining parental consent see advice [Interviewing without parental permission](https://www.cpmanual.vic.gov.au/advice-and-protocols/advice/investigation/interviewing-without-parental-permission)and [Education and early childhood](https://www.cpmanual.vic.gov.au/sites/default/files/Protocol-DEECD--%20CP%20updated-2013-2815.pdf) protocol. |
| Does the investigation plan adequately address the issues identified in the report regarding each child included in the report with reference to their ***safety and development***? |[ ] [ ]
| Outreach kit checked and complete |[ ] [ ]
| Worker safety issues identified, and alert placed on CRIS |[ ] [ ]
| Worker safety issues effectively addressed for FHV |[ ] [ ]
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| **Client characteristics** |
| Child under two years of ageSee procedure Infant risk assessment and response decision for tasks that must be undertaken |[ ] [ ]
| Aboriginal or Torres Strait Islander See Identifying Aboriginal and/or Torres Strait Islander children - procedure See VACCA protocol |[ ] [ ]
| Disability (child or parent) See Case management: NDIS and children with a disability and/or complex medical needs - procedure |[ ] [ ]
| High risk youthSee procedure High-risk youth for tasks that must be undertaken |[ ] [ ]
| Interpreter required (non-English language or hearing-impaired child or family member) |[ ] [ ]
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| **Nature of reported concerns** |
| Physical or sexual abuse or serious neglect (refer police protocol)See Police protocol. |[ ] [ ]
| Visual examination/body check required?*If yes, see First visit procedure and Conducting the first visit advice for further information about what is required.*  |[ ] [ ]
| Joint visit with policeSee advice Joint visits with police. |[ ] [ ]
| Children in contact with sex offenders report See advice Children in contact with sex offenders |[ ] [ ]
| Serious mental health issues (child or parent) |[ ] [ ]
| Drug and/or alcohol abuse (child or parent) (refer protocol) Is a drug screen requiredSee Drug treatment services protocol. |[ ] [ ]
| Violence in the homeSee Assessing and managing family violence during investigation |[ ] [ ]
| Serious family violence risk factors identified in the essential information categories |[ ] [ ]
| **Placement in out of home care likely**Addressed in Investigation plan, including contingency arrangements |[ ] [ ]
| **Other agencies** |
| Relevant agencies (including interstate child protection authorities) have been contacted or are addressed in Investigation Plan. |[ ] [ ]

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