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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* |  |  | |  | | | | 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 |  |  | |  | | | | **Client characteristics** | | | | Child under two years of age  See 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 youth  See procedure High-risk youth for tasks that must be undertaken |  |  | | Interpreter required (non-English language or hearing-impaired child or family member) |  |  | |  | | | | **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 police  See 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 required  See Drug treatment services protocol. |  |  | | Violence in the home  See 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. |  |  | |