



Risk management process for emailing information to the Department for Child Protection and Family Support and the WA Police when a child protection notification is made

The attached form is aligned with the WA Health Risk Management Policy (OD 1989/05), CAHS Aiming for Zero Harm Framework and Guide, CAHS Risk Management Policy, CACH Risk Management procedure, the Community Health Acuity Tool, the Guidelines for Protecting Children 2015 and the CACH Neglect Protocol.

The purpose of this process is to ensure that the level of risk to a child is not increased through the application of policies that may delay information being received by Department for Child Protection and Family Support (CPFS) or WA Police. The Risk Assessment form for emailing confidential information applies where child protection concerns have been identified. The level of risk to a vulnerable child may be affected when not emailing the information to either CPFS or the WA Police may increase the risk of harm to that child.

See section two of the Guidelines for Protecting Children 2015 that identifies the **risk factors** and **indicators** of child abuse and neglect.

Process

The health worker is responsible for:

- completing the risk assessment form to determine if the information can be emailed to CPFS or WA Police
- informing their Line Manager that a child is at risk and the information has been emailed
- liaising with CPFS or WA Police regarding any ongoing investigative or support role those agencies will have
- ensuring regular reviews of the child's health and safety are put in place.

The Line Manager is responsible for:

- Developing processes for the continuity of care for clients to accommodate staff leave/absences
- Regular monitoring of health involvement with the client and ensuring that regular reviews of the child's health plan and level of risk is undertaken
- Providing regular support to the health worker.

If CPFS identify they have no ongoing role, and the health worker and Line Manager determine the child is at serious risk and that CPFS involvement is essential, the Line Manager will contact the District Office Team Leader to ensure CPFS is fully aware of and understands the concerns raised by Health. The Line Manager may escalate the concern to their Line Manager. Refer to the complaints process in the Guidelines for Protecting Children 2015.



The following email addresses are those that must be used when emailing a child protection concern

WA Police

Child.Protection.Squad@police.wa.gov.au

Department for Child Protection and Family Support

Email each District Office accessed by the Duty Officer and Duty Team Leader

Crisis Care:

Crisis Care CPFrontDesk_MS-CC_Crisis_Care@cpfs.wa.gov.au

Mandatory Reporting mrs@dcp.wa.gov.au

Metropolitan District Offices:

Armadale CPFrontdesk_MS-ARMA_Armadale@dcp.wa.gov.au

Cannington CPFrontdesk_MS-CANN_Cannington@dcp.wa.gov.au

Fremantle CPFrontdesk_MS-FREM_Fremantle@dcp.wa.gov.au

Joondalup CPFrontdesk_MS-JOON_Joondalup@dcp.wa.gov.au

Midland CPFrontdesk_MS-MIDL_Midland@dcp.wa.gov.au

Mirrabooka CPFrontdesk_MS-MIRR_Mirrabooka@dcp.wa.gov.au

Peel CPFrontdesk_CS-PEEL_Peel@dcp.wa.gov.au

Perth CPFrontdesk_MS-PERT_Perth@dcp.wa.gov.au

Rockingham CPFrontdesk_MS-ROCK_Rockingham@dcp.wa.gov.au

Country District Offices:

Great Southern CPFrontdesk_CS-GRSO_Great_Southern@dcp.wa.gov.au

Goldfields CPFrontdeskCS-GOLDG@cpfs.wa.gov.au

Halls Creek CPFrontdesk_CS-EKIM-HACR_Halls_Creek_Office@dcp.wa.gov.au

Karratha Onslow CPFrontdesk-KarrathaOnslow@dcp.wa.gov.au

Kununurra Wyndham CPFrontdesk_CS-EKIM-KUWY_Kununurra_Wyndham_Office@dcp.wa.gov.au

Murchison CPFrontdesk_CS-MURC_Murchison@dcp.wa.gov.au

Newman CPFrontdesk_CS-PILB-NEWM_Newman_Team@dcp.wa.gov.au

Northam CPFrontdesk_CS-WH-NORT_Northam_Office@dcp.wa.gov.au

Port Hedland CPFrontdesk-PortHedland@dcp.wa.gov.au

Roebourne CPfrontdesk-roebourne@dcp.wa.gov.au

South West CPFrontdesk_CS-SW_South_West@dcp.wa.gov.au

West Kimberley CPFrontdesk_CS-WKIM_West_Kimberley@dcp.wa.gov.au



WA Health Risk Assessment Form
**Determining when confidential client information can be emailed
to CPFS and WA Police**

Child's Full Name:

Address:

DOB:

File Number:

Carer's Name and Address:

Phone number:

Source of information

- Child
- Family
- Other family member or carer
- Other (specify)
- Police/health worker
- Previous record

Any notification or other information provided to CPFS or WA Police can be sent via email if any of the risk factors below are present in a child/family. The Line Manager must be informed and this form must be attached to the child's file.

Risk Factor	Yes	No	Not Known
Child has current severe injury/harm/condition			
Inconsistent explanations, denial or minimisation of harm by carer			
Pattern of harm is escalating			
Pattern of harm is continuing but not escalating			
Parent has threatened harm			
Accessibility of known perpetrator to child			
Chronic neglect identified			
Previous family history with CPFS			
Harm to child under 12 months of age			
Unsafe sleeping patterns			
Child has special needs that increase the risk of harm			
Child's behaviour placing them at serious risk of harm			
Carer/parent has harmed a child in the past			
Carer refusing access to the child			
Carer not keeping medical appointments that is adversely affecting the child's health and/or development			
Insecure or disorganised attachment between child and carer			
Carers unrealistic expectations of child adversely impacting on emotional development			
Carer behaviour is violent or lacks control			
Family and domestic violence			
Pre-birth notification due to significant risk factors			
Comments:			
Health Worker Signature:	Designation:	Date:	
Supervisors Signature:	Designation:	Date:	