



DOCUMENT YOUR CONCERNS

It's important that school staff document concerns regarding changes in a young person in as much detail as possible so that if required, documentation can be presented to parents/carers and health care professionals.

✓ CHECKLIST

Staff member's name (completing checklist): _____

Date or date range of warning signs noticed: _____

- These warning signs were noticed via:
- Observable behaviour
 - An approach from a young person
 - A referral from a young person's friend
 - A referral from a young person's parent
 - A referral from staff
 - An overheard conversation between: _____

Location/s where warning signs were noticed: _____

Young person's name: _____ Year level: _____

<input type="checkbox"/> BEHAVIOURAL CHANGES	<input type="checkbox"/> EMOTIONAL CHANGES	<input type="checkbox"/> PHYSICAL CHANGES

This Checklist was forwarded (marked Private and Confidential) in:
 Electronic form Hard copy

To (staff member's name): _____

On (date): _____

In Victoria, the laws that set privacy requirements in terms of what schools must do when they collect, use, handle and destroy personal and health information are the *Information Privacy Act 2000* the *Health Records Act 2001*. The Department of Education in Victoria has its own 'Health Records' School Policy Advisory Guide that is available here: <http://www.education.vic.gov.au/school/principals/spag/health/Pages/healthrecords.aspx>