**Family violence screening tool**

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| INSTRUCTIONS – before completing tool | |
| Why | Your school or service is prescribed under the Family Violence  Multi-Agency Risk Assessment and Management Framework (MARAM). This means your school or service is required to ensure its policies, procedures, practice guidance and tools align with MARAM.  The Four Critical Actions set out the actions schools and services  must take when responding to an incident, disclosure, or suspicion or reasonable belief of child abuse, including exposure to family violence. Following the Four Critical Actions helps your school or service to meet MARAM obligations.  For more information, see Report child abuse in schools <[www.schools.vic.gov.au/report-child-abuse-schools](http://www.schools.vic.gov.au/report-child-abuse-schools)> or Report child abuse in early childhood <[www.vic.gov.au/child-protection-early-childhood-protect/report-child-abuse-early-childhood](http://www.vic.gov.au/child-protection-early-childhood-protect/report-child-abuse-early-childhood)>.  This tool helps you to ask screening questions and decide whether you believe that a child or young person is experiencing, or is at risk of experiencing, family violence. |
| Who | MARAM nominated staff can use this tool. These staff members are identified by the school or service leader and should have qualifications, training, experience or a role aligned with wellbeing, such as wellbeing coordinators and leadership staff. |
| When | Complete this tool if you receive a completed Family Violence Identification Tool from a staff member, if you receive a disclosure, or if you observe signs of trauma for a child or young person, family violence risk factors, or narratives (e.g. statements or stories) or behaviours that indicate an adult is using family violence.  You must act, by following the Four Critical Actions, as soon as you witness an incident, receive a disclosure or form a suspicion or reasonable belief that a child has, or is at risk of being abused. You do not have to directly witness the child abuse or know the source of the abuse. |
| How | Organise a conversation with the child or young person (or adult  victim survivor if safe, reasonable and appropriate, noting your  primary responsibility is always to the child or young person).  Record disclosures and observations in this tool.  Do not ask questions of, or in front of, a person you suspect may  be using family violence. |
| **NEXT STEPS – after completing tool**  The information you record in this tool will help you decide next steps. See Outcomes and next steps.  If circumstances change and there is new risk-relevant information, you can copy and paste the screening conversation and decision statement sections of this tool to the bottom of this document and complete again. This ensures you do not repeat any work, all risk-relevant information is in one document, and authorities have historic and current information. | |

**Personal details**

Record the personal details you know. You can consult your school or service’s record management system.

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| **Child or young person** | | |
| Full name | |  |
| Year level | |  |
| Date of birth | |  |
| Other relevant details  (e.g. in out-of-home care, services they are engaged with) | |  |
| **Parent or carer 1** | | |
| Full name |  | |
| Relationship to  child or young person  (e.g. parent,  carer, step parent) |  | |
| Contact details (phone, email) |  | |
| Other relevant details (e.g. interpreter needed, employment status) |  | |
| **Parent or carer 2** | | |
| Full name |  | |
| Relationship to  child or young person (e.g. parent,  carer, step parent) |  | |
| Contact details (phone, email) |  | |
| Other relevant details (e.g. interpreter needed, employment status) |  | |
| **Sibling(s)** | | |
| Name(s) |  | |
| School or service |  | |
| Year level |  | |
| Other relevant details |  | |

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| **Parent or carer 3** | |
| Full name |  |
| Relationship to  child or young person (e.g. parent,  carer, step parent) |  |
| Contact details (phone, email) |  |
| Other relevant details (e.g. interpreter needed, employment status) |  |
| **Sibling(s)** | |
| Name(s) |  |
| School or service |  |
| Year level |  |
| Other relevant details |  |
| **Sibling(s)** | |
| Name(s) |  |
| School or service |  |
| Year level |  |
| Other relevant details |  |
| **Sibling(s)** | |
| Name(s) |  |
| School or service |  |
| Year level |  |
| Other relevant details |  |

**Screening conversation**

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| **1. HAVE YOU RECEIVED A COMPLETED FAMILY VIOLENCE IDENTIFICATION TOOL FROM   A STAFF MEMBER THAT REQUIRES YOU TO SCREEN FOR FAMILY VIOLENCE?** | |
| Yes | No, I have received a disclosure or identified signs that family violence may be occurring. |
| If ‘Yes’, go to number 2 and start screening. If ‘No’, summarise the information here before moving to number 2. | |
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| **2. ASK THE FOLLOWING QUESTIONS of the child or young person (or adult victim survivor, if safe, reasonable and appropriate, noting your primary responsibility is always to the child or young person).** | |
| These questions are a guide for your screening conversation. The child or young person may address multiple questions in a single response, which means you would not need to ask all questions. Consider the age and developmental stage of the child or young person when asking these questions. | |

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| Question | | yes | no | Record more information, including **when:** | |
| Has anyone in your family,  or a current or former partner, made you feel scared or worried? | |  |  |  | |
| Have they made you feel stupid, or like you do not matter? | |  |  |  | |
| Have they physically hurt you or anyone else or pets in any way (e.g. hit, slap, kick or otherwise hurt)? | |  |  |  | |
| Have they threatened to harm you or anyone else in any way? | |  |  |  | |
| Do you have any immediate concerns about your safety, or the safety of someone else in your family? | |  |  |  | |
| Do you feel safe today? | |  |  |  | |
| Would you call someone you trust or the police if you felt unsafe or in danger? | |  |  |  | |
| **3. Has the screening conversation with the child or young person (or adult victim survivor) identified any of the following family violence RISK FACTORS?** | | | | |
| **RISK FACTORS SPECIFIC TO CHILD OR YOUNG PERSON** | | | | |
| History of professional involvement and/or statutory intervention  Change in behaviour not explained by other causes  Child is victim of other forms of harm from perpetrators outside the family e.g. harassment, grooming and physical and sexual assault  Exposure to family violence  Sexualised behaviours towards a child by the perpetrator  Child intervention in violence  Behaviour indicating non-return of child (e.g. perpetrator not following custody arrangements)  Undermining the child-parent relationship (e.g. perpetrator making negative comments to the child about the other parent) | | | | |
| **SERIOUS RISK FACTORS SPECIFIC TO ADULT VICTIM SURVIVOR – THESE CAN INCREASE THE RISK TO THE CHILD** | | | | |
| Physical assault while pregnant or following new birth  Escalation – increase in severity and/or frequency of violence  Planning to leave or recent separation | | | | |
| **SERIOUS RISK FACTORS FOR A CHILD OR YOUNG PERSON AND/OR ADULT VICTIM SURVIVOR CAUSED BY PERPETRATOR** | | | | |
| Controlling behaviours  Access to weapons  Use of weapon in most recent event  Has ever tried to strangle or choke the victim survivor  Has ever threatened to kill the victim survivor  Has ever harmed or threatened to harm or kill pets or other animals  Has ever threatened or tried to self-harm or commit suicide  Stalking of victim survivor  Sexual assault of victim survivor  Obsession or jealous behaviour toward victim survivor  Unemployed or disengaged from education  Drug and/or alcohol misuse/abuse | | | | |
| Record more information relevant to the above, and/or any additional risk factors. See ‘Family violence risk factors’ at <[www.vic.gov.au/information-sharing-guidance-and-tools/all-staff#family-violence-risk-factors](http://www.vic.gov.au/information-sharing-guidance-and-tools/all-staff#family-violence-risk-factors)> or on page 28 of the *Information Sharing and Family Violence Reforms: Guidance and Tools* PDF. | | | | |
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| 4. Has the screening conversation with the child or young person (or adult victim survivor) identified any of the following NARRATIVES (e.g. statements or stories) or BEHAVIOURS that may indicate an adult is using family violence? |
| **NARRATIVES THAT MAY INDICATE AN ADULT IS USING FAMILY VIOLENCE** |
| Displays indicators (i.e. comments) of ownership and entitlement, in relation to children  Threatens to report partner or ex-partner to authorities about their ‘poor parenting’  Criticises partner or ex-partner’s parenting (e.g. put downs, devaluing worth)  Makes comments or euphemisms that may indicate a person is using family violence  (e.g. saying they often ‘lose it’ at a family member)  Tries to get you to agree with their negative views about partner or family member throughout your interaction  You feel intimidated, manipulated and/or controlled during your interaction |
| **BEHAVIOURS THAT MAY INDICATE AN ADULT IS USING FAMILY VIOLENCE** |
| Displays controlling behaviour (e.g. control of time, movement and activities)  Displays indicators of jealousy and/or possessiveness (e.g. preventing the victim survivor from socialising with others)  Displays indicators of fixation with victim survivor’s actions and whereabouts (e.g. monitoring, rumination and intent focus, such as monitoring victim survivor’s location via social media) |
| **Record more information relevant to the above, and/or additional narratives or behaviours.** See ‘Narratives and behaviours which may indicate an adult is using violence’ at <[www.vic.gov.au/information-sharing-guidance-and-tools/all-staff#narratives-and-behaviours-which-may-indicate-an-adult-is-using-violence](http://www.vic.gov.au/information-sharing-guidance-and-tools/all-staff#narratives-and-behaviours-which-may-indicate-an-adult-is-using-violence)> or on page 36 of the *Information Sharing and Family Violence Reforms: Guidance and Tools* PDF. |
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**Outcomes and next steps**

**Based on the information recorded in this tool (and the Family Violence Identification Tool,   
if completed), make a decision from the list below.**

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| **I believe there is current family violence.** |
| I will take all the following actions:  inform my school or service leadership  notify relevant authorities if required according to the Four Critical Actions, per my school or service’s standard procedure (attaching this completed tool and the Family Violence Identification Tool if completed)  develop a basic safety plan for the child or young person  provide ongoing support in line with the Four Critical Actions and MARAM  follow my school or service’s standard procedure for storing sensitive information. |
| **I do not believe there is current family violence, but I believe the child or young person is experiencing another form of abuse.** |
| I will take all the following actions:  inform my school or service leadership  notify relevant authorities if required according to the Four Critical Actions, per my school or service’s standard procedure (attaching this completed tool and the Family Violence Identification Tool, if completed)  provide ongoing support in line with the Four Critical Actions  follow my school or service’s standard procedure for storing sensitive information. |
| **I do not believe the child or young person is experiencing family violence or any other form of abuse, but I have other wellbeing concerns.** |
| If you hold concerns about a child’s wellbeing but have not formed a reasonable belief of abuse, you must still act.  I will take all the following actions:  follow my school or service’s standard procedures for addressing wellbeing concerns,  which may include:  sharing information with other ISEs under CISS if appropriate  seeking advice from or making a referral to a specialist service such as The Orange Door  follow my school or service’s standard procedures storing sensitive information. |
| **I no longer have any safety or wellbeing concerns for the child or young person.** |
| I will take all the following actions:  follow my school or service’s standard procedure for storing sensitive information. |

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| THIS TOOL WAS COMPLETED BY: | |
| Initials or code  of staff member (Do not use full name) |  |
| School or  service name |  |
| School or  service address |  |
| Date of screening conversation |  |
| Date completed |  |
| Completed tool shared with  (if applicable) |  |

Important note

Schools and services must ensure that any copies of this tool and the information in this tool are stored in a secure location that can only be accessed by school and services leaders, and MARAM nominated staff.

This template is an extract from the Information Sharing and Family Violence Reforms – Guidance and Tools <[www.vic.gov.au/information-sharing-guidance-and-tools](http://www.vic.gov.au/information-sharing-guidance-and-tools)>, published by the Department of Education.