**Family violence identification 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 a suspicion, incident, disclosure, 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 record risk-relevant information and form a reasonable  belief that a child or young person is experiencing, or is at risk of experiencing, family violence. |
| **Who** | **Any school or service staff member can use this tool** to record information after receiving a disclosure of family violence, or to record observations that may indicate family violence is occurring for a child or young person. |
| **When** | This tool helps you determine if a child or young person is experiencing  family violence.  Complete this tool 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** | Record disclosures and observations in this tool.  You are not expected to ask the child or young person, or a member of their family, any questions.  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 section in this form. If you need additional support to complete this tool, consult a MARAM nominated staff member in your school or service. 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.

**Records management**

You must follow all data security and record management requirements that apply to your   
school or service.

**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 | |  |

**Disclosures and observations**

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| 1. HAVE YOU RECEIVED A DISCLOSURE THAT A CHILD OR YOUNG PERSON IN YOUR CARE IS EXPERIENCING, OR IS AT RISK OF EXPERIENCING, FAMILY VIOLENCE? | |
| If no, go to question 2.  If yes, summarise the disclosure here and either skip to the Outcomes and next steps section or complete questions 2-4 first, to better support next steps. | |
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| 2. Have you observed any general SIGNS OF TRAUMA for a child or young person that may indicate family violence is occurring? Tick all that are known. | |
| Being very passive and compliant  Showing wariness or distrust of adults  Demonstrating fear of particular people and places  Poor sleep patterns and emotional dysregulation  Becoming fearful when other children cry or shout  Developmental regression  Bruises, burns, sprains, dislocations, bites, cuts  Fractured bones, especially in an infant where a fracture is unlikely to have occurred accidentally  Wearing long-sleeved clothes on hot days in an attempt to hide bruising or other injury  Being excessively friendly to strangers  Being excessively clingy to certain adults  A strong desire to please or receive validation from certain adults  Unclear boundaries and understanding of relationships between adults and children  Excessive sexualised behaviour or advanced sexual knowledge  Violence or sexualised behaviour to other children | |
| Record more information relevant to the above, and/or any additional signs of trauma.  See ‘Observable signs of trauma in children and young people’ at <[www.vic.gov.au/information-sharing-guidance-and-tools/all-staff#observable-signs-of-trauma-in-children-and-young-people](http://www.vic.gov.au/information-sharing-guidance-and-tools/all-staff#observable-signs-of-trauma-in-children-and-young-people)> or on page 26 of the *Information Sharing and Family Violence Reforms: Guidance and Tools* PDF. | |
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| **3. HAVE YOU OBSERVED ANY FAMILY VIOLENCE RISK FACTORS? TICK ALL THAT ARE KNOWN.** |
| **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 behaviours  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 or 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. HAVE YOU OBSERVED NARRATIVES (E.G. STATEMENTS OR STORIES) OR BEHAVIOURS THAT MAY INDICATE AN ADULT IS USING FAMILY VIOLENCE? TICK ALL THAT ARE KNOWN. |
| **Observed narratives**  Displays indicators (e.g. 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  **Observed behaviours**  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 any 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, 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 (with this completed tool attached)  provide this completed tool to a MARAM nominated staff member in my school or service, who is trained to respond appropriately  follow my school or service’s standard procedure for storing sensitive information. |
| **I do not have enough information, but I suspect there may be family violence.** |
| I will take **all** the following actions:  provide this completed tool to a MARAM nominated staff member in my school or service so they can screen for family violence  follow my school or service’s standard procedure for storing sensitive information. |
| **I do not have any current safety concerns, but I have other wellbeing concerns for the child or young person.** |
| 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:  seeking advice from or making a referral to a specialist service such as The Orange Door  sharing information with other ISEs under CISS if appropriate  follow my school or service’s standard procedures for storing sensitive information. |
| **I no longer have any safety or wellbeing concerns for the child or young person.** |
| I will:  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 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.