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| **Interviews Conducted with Children at Catholic School Premises**  **by**  **Queensland Police Service and the Department of Child Safety, Youth and Women**  **Information for Catholic School Authorities**  **Sample of a record which can be completed and retained**  **by a school.** |

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| **Record of interviews with children as part of investigations conducted by Department of Child Safety, Youth and Women and/or Queensland Police Service on a [*name of school or school authority*] school site** | | | | | |
| This form is to be **completed by the Principal** (or delegate) and retained confidentially at school level. **File the form in a secure location with other school student protection documentation.** | | | | | |
| School: | | | | | |
| Student to be interviewed: | | | | D.O.B.: | |
| Date of request: | | | | | |
| Time period within which contact is required | Immediate / today | < 5 days | | 5 days - 14 days+ | |
| Agency/agencies intending to interview student | Department of Child Safety, Youth and Women  Queensland Police Service | | | | |
| Officers who are requesting to interview the student | Name | | Position | | Agency |
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| Authority for interview | Is the interview being conducted under the authority of section 17 of the *Child Protection Act 1999*?  Yes - Interview may proceed without parental consent  No - Interview must NOT proceed without parental consent | | | | |
| Parental contact and consent | **Interviews conducted under S 17 of the *Child Protection Act 1999***  As per Section 17 (4) of the *Child Protection Act 1999* an officer of the:  Department of Child Safety, Youth and Women  Queensland Police Service  will, as soon as practicable after the officer has had contact with the child, tell at least one (1) of the child’s parents that the officer has had contact with the child and the reasons for the contact, or if the child has long-term guardians, tell at least one (1) of the long-term guardians that the officer has had contact with the child and the reasons for the contact. *The interview may proceed once an undertaking to inform parent(s)/long-term guardians is given by the Department Child Safety, Youth and Women or Queensland Police Service.*  **Important Note: Interviews that DO NOT fall under S 17 of the *Child Protection Act 1999***  Has the child’s parent been contacted by an officer of the Department of Child Safety, Youth and Women or the Queensland Police Service in relation to the planned interview, and has consented to the interview taking place?  Yes  No - Interview may proceed once a parent has been informed and has given consent. Where parents do not consent, the interview may not proceed | | | | |

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| [***Name of school or school authority*]** support person | Can the school provide the student with a support person during the interview?  Yes  Outline any conditions of the support person’s involvement in the planned interview:        No. A support person may not attend the interview.  Reason/s for not allowing a support person to be present during the interview: | | | |
| **Record of interview** | | | | |
| Date and time interview conducted |  | | | |
| Officers from the Department of Child Safety, Youth and Women and/or Queensland Police Service present during interview | Name | Position | | Agency |
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| **[*Name of school or school authority*]** person present during interview | Name | | Position | |
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| Name of Principal (or delegate) |  | | | |
| Signature of Principal (or delegate) | Date: | | | |