[Date]

[Name]

[Address]

[City] [Postcode]

Dear [parent’s name],

Child Safety has received information from a member of the community who is worried about the safety and wellbeing of your child/children. When Child Safety receives this kind of information, it has a responsibility to complete an assessment to ensure your child/children is/are safe.

I would like to talk to you about the information that Child Safety has received and give you an opportunity to participate in the assessment process. This will help me to understand if your family needs help, and to offer you support to safely care for your child/children.

I know that being contacted by Child Safety may cause you concern and may be stressful for you. If you don’t feel comfortable contacting me directly to arrange to talk, you can either:

* ask a support service that you are working with to contact me on your behalf
* have a person that you know well and trust to contact me on your behalf.

I have included a brochure to give you information about the assessment process. [include the brochure [When Child Safety Officers visit your home](https://www.dcssds.qld.gov.au/resources/dcsyw/protecting-children/cso-visits-parents.pdf)]

I look forward to talking with you soon.

Kind regards,

[Name]

[Role]

**[CSSC]**

**Department of Families, Seniors, Disability Services and Child Safety**