[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 we get this kind of information, we need to check that your child/children are safe.

I would like to talk to you about this information and give you a chance to be part of the process. This will help me 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:

* contact [name of cultural practice advisor], cultural practice advisor, on [phone number]
* ask a support service, such as the Aboriginal and Torres Strait Islander Family Wellbeing Service or Family Participation Program, to contact me or [name of cultural practice advisor] on your behalf (details below)
* have a person that you know well and trust to contact me or [name of cultural practice advisor] for you.

Your local Aboriginal and Torres Strait Islander Family Wellbeing Service is [name of service], [phone number].

Your local Family Participation Program is [name of service], [phone number].

As an [Aboriginal/Torres Strait Islander/Aboriginal and Torres Strait Islander] person, you have a right to have someone help you make decisions about your child/children. I have included a brochure about this. We call them an Independent Person. [include the brochure [What is an independent person? Information for Aboriginal and Torres Strait Islander families](https://www.dcssds.qld.gov.au/resources/dcsyw/protecting-children/independent-person-brochure-families.pdf)]

You also have other rights too. I have included a *Know your rights* card with this letter, to help explain what those rights are and how to access them. [include the handout [Know your rights](https://www.qatsicpp.com.au/wp-content/uploads/2021/04/Know-Your-Rights-Resource-A4-0321.pdf)]

I look forward to talking with you soon.

Kind regards,

[Name]

[Role]

**[CSSC]**

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