

De-identification of Aboriginal and/or Torres Strait Islander Status Process Guide – Child Protection

Office of Professional Practice

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What is de-identification?

De-identification refers to the process in which Child Protection change a child's Indigenous status in Child Protection records from 'Aboriginal or Torres Strait Islander' to 'Neither Aboriginal nor Torres Strait Islander'. This requires approval from the Aboriginal Child Specialist Advice and Support Service (ACSASS), Commissioner for Aboriginal Children and Young People (CCYP), as well as the Aboriginal Statewide Principal Practitioner, Child Protection.

Child Protection accepts self-identification (as a policy position) by a child or parent as a sufficient basis for responding to the child as Aboriginal. If a parent or child identifies as Aboriginal and/or Torres Strait Islander, the request to de-identify the child will not be considered, except in exceptional circumstances.

What are the steps involved in making a de-identification request?

Requests to change the status of a child (or children) from Aboriginal and/or Torres Strait Islander involve the following steps.

Step 1

The child protection practitioner seeks confirmation from both parents and the child that:

1. they do not identify as being of Aboriginal or Torres Strait Islander heritage.
2. they consent for the de-identification process to take place for the child.

When seeking confirmation, the practitioner considers the child's age/stage of development. The practitioner clearly records these conversations on the child's CRIS file.

Step 2

The child protection practitioner consults with ACSASS to establish whether they think de-identification should occur. If ACSASS agree that the de-identification process should occur, confirmation of their endorsement is obtained (a copy of the email from ACSASS is acceptable).

Step 3

The child protection practitioner consults with a Team Manager to discuss whether any further information is required before initiating the de-identification process on CRIS.

Step 4

The child protection practitioner initiates the de-identification process on the child's CRIS file (under the demographics tab). The practitioner outlines a brief background and clear rationale for a de-identification

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decision. De-identification needs to be endorsed by a Child Protection Director, or equivalent, before being recorded on CRIS. The request then needs to be recorded on CRIS by ACSASS and a Team Manager.

Step 5

Once the Child Protection Director has endorsed the de-identification, and all CRIS screens have been completed, a request is made to the OPP to seek endorsement by the Commissioner for Aboriginal Children and Young People (CCYP). The request is made via the [OPP request form](#).

Step 6

The Aboriginal Statewide Principal Practitioner reviews and verifies the information provided within the request and on CRIS, to ensure conversations have taken place with both parents and the child, and their views have been clearly recorded around the decision to de-identify the child.

Please note: The Aboriginal Statewide Principal Practitioner may at this point request further information from child protection to support the request to de-identify the child.

Step 7

The Aboriginal Statewide Principal Practitioner consults with the Commissioner for Aboriginal Children and Young People to seek final endorsement of the decision to de-identify the child/children.

Please note: The CCYP may at this point request further information from child protection to support the request to de-identify the child.

Step 8

The Aboriginal Statewide Principal Practitioner actions the endorsed de-identification memo on the child's CRIS file and notifies child protection staff of the changes made.

To request the de-identification of a child or young person, please submit the request via the [OPP Request Form](#) <https://forms.office.com/r/7kWfFV8fG1>

Contact us to receive this document in another format. Please email the [OPP Directorate](mailto:OPPDiretorate@dffh.vic.gov.au)
OPPDiretorate@dffh.vic.gov.au

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Available [De-identification process during investigation, protective intervention, protection order or closure phase](#)
[| Child Protection Manual | CP Manual Victoria](#)

www.cpmanual.vic.gov.au/advice-and-protocols/flowcharts/changing-status-child-aboriginal-andor-torres-strait-islander/de-0