**Sample letter to parents**

**Only use this letter:**

* for parents of children and young people **not** directly involved in, or witness to, concerning or harmful sexual behaviour
* after the site leader has consulted with police and DCP (if involved)
* after the site leader has consulted their Education Director or the Manager, Family Day Care Programs (government sites) or School Performance Leader (Catholic sites).

Adapt this letter to your site’s specific circumstances by inserting your text into the bracketed areas, adding your letterhead and deleting the explanatory text.

It is unlawful under the Young Offenders Act 1993 to publish identifying details of children and young people involved in sexual behaviour incidents involving a criminal offence. Unless you have legal advice from your sector's legal services or via your sector office, do **not** include anything that identifies the children or young people involved.

See the ‘sexual behaviour in children and young people procedure’ for important details about communicating with parents.

**Dear** <Parent / Carer’s Name>

<Service name> uses a whole-site approach for creating a positive, safe and supportive place where <children/students> can learn and develop. We have clear behaviour expectations and teach them to all <children/students>.

An incident of concerning behaviour has recently occurred.

**The parents and carers of the <children/students> directly involved have been informed.**

I have no information to suggest that your child was involved in or witnessed the behaviour. However, I want to let you know as a courtesy because your child might have heard about it and may talk about it at home. If this happens or they tell you they are worried, please let us know. We can then give you the best response for your child and for others.

As part of our response to the situation, we will continue to work with those directly involved to support positive and safe behaviour.

<A government agency is also involved in responding to the behaviour and will be liaising with us. / We are also working with professionals from other agencies to ensure the best possible approach>.

We are monitoring the wellbeing of all <children/students> as we always do.

We have sent this letter to <all parents and carers / parents and carers of year 3 students / parents and carers of students in Ms Smith’s class>.

We must respect the confidentiality and privacy of the <children/students> and families directly involved. If you have any questions about this letter or any concerns for your child, please contact us.

Contact

**Name:** <preferred contact name and title>

**Phone:** <preferred phone number>

**Email:** <preferred email>

Yours sincerely

**<Site Leader name>**