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Australian Government
**Department of Immigration
and Border Protection**

Data Collection and Compliance

SUPPORTING MATERIAL

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Background

The collection of data regarding the reporting of child-related incidents is an essential component of tracking the Department of Immigration and Border Protection's (the Department's) progress against child protection performance indicators. The Child Safeguarding Framework (the framework) requires departmental staff and contracted service providers to keep accurate and accountable records to support and guide the work relating to safeguarding children.

Who can use this guide?

This guide is intended to support all departmental staff and contacted service providers involved in the support, care and welfare of children and their families in Australia's immigration programmes.

Data collection

Child protection performance indicators

Child Wellbeing Branch is required to report against the Department's child protection performance indicators listed in the framework.

Business areas involved in work relating to children, children's information, the reporting of child-related incidents or the child protection performance indicators in the framework may be contacted by the Child Wellbeing Branch to assist in preparation of reports.

Recordkeeping requirements

All departmental staff and contracted service providers are required to maintain any information relating to children, child-related incidents or the child protection performance indicators, in accordance with the Department's Records Management Policy, the Department's Reporting Child-related Incidents Policy and the business area's standard operating procedures.

Operational compliance

Child Wellbeing Branch is employing the following strategies to monitor the Department's compliance with relevant legislation, instructions, codes, contractual arrangements and other requirements as prescribed in the framework:

- Monthly reports to the First Assistant Secretary, Children, Community & Settlement Services Division (CCSSD) on the:
 - status of all open Child Safeguarding Inquiries (see page 37 of the Framework), including child protection investigations being undertaken by the state and territory authorities; and
 - finalisation of all Child Safeguarding Inquiries.
- Annual reports to the Secretary and Commissioner on progress against child protection objectives and performance measures.

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The framework will be reviewed every 18 months by CCSSD based on feedback from stakeholders, changes to Government policy and enhancements in child safeguarding policies and practices either domestically or internationally. Due diligence will be used to consult with key stakeholder groups during reviews.

Further information

If you require further information, please contact **REDACTED**

This guide should be read in conjunction with the Department's Child Safeguarding Framework.