

# Children's Protection Society Records

1970 – 1995

**To access these records:**

Please contact Kids First Australia:

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Phone: (03) 9450 0900

Email: [info@kidsfirstaustralia.org.au](mailto:info@kidsfirstaustralia.org.au)

Website: <https://www.kidsfirstaustralia.org.au/>

**Records Location**

These records are held by [Department of Health & Human Services, State Government of Victoria \(January 2015 - 2021\)](#) and [Department of Families, Fairness and Housing, State Government of Victoria \(2021 - current\)](#)

## Details

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Children's Protection Society (CPS) Records are a collection of records held by the Department of Health & Human Services dating from 1970 to 1995 (with the majority of files from the early 1970s until 1986). The collection contains client case file index cards, case notes, client case files, correspondence, investigation notes, case closure summaries, court reports, consultation forms and notification forms. These records cover CPS work across Victoria; including regions centred on Preston, Loddon Mallee, Otways, Western Port, Grampians, Ringwood and central Melbourne.

## Access Conditions

These records can be accessed through the Department's Freedom of Information arrangements; however, former residents (and their families) are encouraged to contact Kids First Australia (formerly the Children's Protection Society) to gain access to records. For access to records created from 1986 onwards contact Kids First Australia.

## Records

The personal information included within the files varies depending upon the series. Series within the Children's Protection Society Records collection include:

- Ringwood Office – Client Case File Index Cards, c.1988 – 1993 and Substantiated and Unsubstantiated Cases and CPS Closed Cases, 1984 – 1985  
The Case File Index Cards can contain name of child, client number, date of birth, names of parents and contact details if known, names and relationships of other family members, case status dates, other agencies involved and where the file was transferred.  
Closed Cases Index Cards for substantiated child maltreatment can include summary histories for each child; name of the child, date of birth, address, parents and siblings names, by whom referred and CPS file reference number.
- Western Metropolitan Region – Client Case Files, 1977 – 1985  
The contents of these files are predominantly case notes.

- Loddon Mallee Regional Office – Child Protection Records Prior Statutory Client Information System, 1970 – 1995
- Outer Eastern Region – Client Case Files, 1978 – 1990  
These records contain notification forms, case notes, case closure summaries, correspondence, investigation notes, consultation forms and court reports.
- North Eastern Region – Client Case Files, 1974 – 1984
- Substantiated Client Case File Index Cards, 1971 – 1985  
These records contain summary histories for each child; name of the child, date of birth, address, parents and siblings names, by whom referred and CPS file reference number.
- Eastern Region – Client Case Files, 1979 – 1986  
These records contain notification forms, case notes, case closure summaries, correspondence, investigation notes, consultation forms and court reports.
- Client Case Files, 1975 – 1986
- Otways (Barwon) Region – Substantiated Client Case Files, 1973 – 1985
- North Eastern (Preston) Region & Various – Substantiated Client Case Files, 1974 – 1985
- Westernport Region – Substantiated Client Case Files, 1977 – 1985  
These records contain notification forms, case notes, correspondence from CPS to Community Services Victoria, Child Protection Investigation forms and case closure summaries.
- Grampians (Ballarat) Region – Substantiated Client Case Files, 1976 – 1985  
These records contain notification forms, case notes, correspondence from CPS to Community Services Victoria, Child Protection Investigation forms and case closure summaries.
- Inner Urban Region – Client Case File Index Cards (A – L), 1973 – 1986  
These client case file index cards contain date of birth, parents names, client number, foster parents and case status.
- Southern Region – Client Case Files, 1974 – 1985  
These records contain case workers' file notes and summaries, notice of care applications, court action papers, police statements, protection orders, case action sheets, CPS reports, minutes of conferences with the client's parents, closure notes as well as other correspondence relating to the case.

## More info

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### Organisations in these records

#### Related Organisations

- [Victorian Society for the Prevention of Cruelty to Children \(1896 - 1971\)](#)
  - [Robin House \(1962 - 1976\)](#)  
Date: 1972 - 1977
  - [Swan House \(1968 - 1988\)](#)
  - [Children's Protection Society \(1971 - 2018\)](#)
  - [Alys Key House \(1976 - 1985\)](#)
  - [Currawong House \(1976 - 1991\)](#)  
Date: 1976 - 1985
  - [Kids First Australia \(2018 - current\)](#)
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You can view this page online by visiting <https://findconnect.efront.digital/entity/childrens-protection-society-records/>