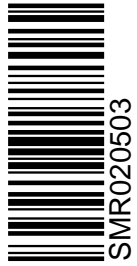


Providing Information under Chapter 16A - Letter

Our ref:
Date:



Dear

Re: Provision of information under Chapter 16A of the *Children and Young Persons (Care and Protection) Act 1998*

Section 245C of the Act allows a prescribed body to provide information of their own accord to another prescribed body that relates to the safety, welfare or wellbeing of a particular unborn child, child, young person or class of children or young persons.

The information provided is in regard to:

Date of Birth:

Gender:

Information is also provided regarding the following persons:

Name	Gender	Relationship to child/young person	DOB	Other identifying information

This information is provided in relation to the following issues of concern held for the above mentioned child/young person or class of children or young persons:

relates to the safety, welfare or wellbeing of the child or young person (or class of children or young persons) and would assist you with:

- making a decision, assessment or plan
- initiating or conducting an investigation
- providing a service and/or
- managing a risk to a child or young person that might arise in your capacity as an employer or designated agency.

Should you decide, in accordance with Chapter 16A, to provide some or all of this information, either on your own motion or in response to a request from a prescribed body, the information can only be shared on a confidential basis in accordance with the processes and principles of Chapter 16A.

If the information is sought from you for any purpose other than those described in Chapter 16A, you should refer the requesting organisation to the original owner of the information.

Any information provided herewith is not to be used in any court or tribunal proceedings. Should the matter proceed to court, the information should be subpoenaed or summonsed.

If you require further information or wish to discuss the matter, please contact
during business hours, quoting the reference number above.

Yours sincerely

Enclosed: Information