

## Requesting Information under Chapter 16A - Letter

(To be used by prescribed bodies seeking information under Chapter 16A)

**Chapter 16A of the Children and Young Persons (Care and Protection) Act 1998 provides for the exchange of information regarding the safety, welfare or wellbeing of a particular child or young person or class of children or young persons.**

**To:** <name/position>

**At:** <organisation>

**From:** <name/position>

**At:** <organisation>

**Ref:** <insert>

**Date:** <insert>

**Subject:** Please complete the below table by inputting:

- Subject (child / young person / unborn child / class of children / young people's) details in the first row,
- Additional children/ young people in row two or below.

Note: Any information exchange regarding unborn children requires a prior report to have been made to either the Child Protection Helpline or the Child Wellbeing Unit (CWU). Please contact the NSW Health CWU to report concerns and/or confirm whether a report about the unborn child has been made.

Subject	Name	Sex	Relationship to subject	DOB	Other identifying information
<child / young person / unborn child / class of children / young people>	<insert>	<(M/F)>	<insert>	<dob>	<insert>
<child / young person / unborn child / class of children / young people>	<insert>	<(M/F)>	<insert>	<dob>	<insert>
<child / young person / unborn child / class of children / young people>	<insert>	<(M/F)>	<insert>	<dob>	<insert>

**Other Information:** This information is sought in relation to the following issues of concern held for the abovementioned child, young person, unborn child or class of children or young people. Please detail any other information that might assist or that you deem important for the prescribed body to know:

<Enter the specific information that is required for this request>



This information is sought because it relates to the safety, welfare or wellbeing of the child, young person, unborn child, or class of children or young persons and will assist 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 this agency's capacity as an employer or designated agency.

**Specific information is requested regarding:**

- relevant current and/or historical concerns about safety, welfare or wellbeing of the child, young person or family
- current and/or past history of involvement with the child, young person and/or their family
- family/ relationship dynamics (if known)
- attitude of the child, young person and/ or family to the agency/service involvement
- other details required:

<insert details>

Please provide the requested information\*

- by phone
- by email<sup>i</sup>
- by fax<sup>ii</sup>
- by mail.

\* Care should be taken in providing sensitive information via email and fax.

<sup>i</sup> Information sent by or from email is to only occur in line with legislative requirements and the Privacy Manual. For example, there are obligations on Health to protect information, by taking such security safeguards as are reasonable in the circumstances, against loss, unauthorised access, use, modification or disclosure, and against all other misuse (see HPP 5 Health Records and Information Privacy Act 2002).

<sup>ii</sup> When sending information via fax, the procedure must be negotiated with and agreed to by the organisation providing the information.

The information is required by <dd/mm/yyyy>.

**Consent:** Consent should be sought in regard to the exchange of information, where appropriate, and the person should be given adequate information in a manner and language they can understand. However, the Act authorises the exchange of information under Chapter 16A without consent.

- The child/ young person/ family has consented to the release of information requested in this form.  
**(N.B. This form does not apply)**

**OR**

- The child/ young person/ family has not consented to the release of information requested in this form. If applicable, please provide the reason for this:<insert reason>

If consent was not obtained, or you have chosen not to seek consent, please indicate whether:

- The child/ young person/ family has been informed of this request for information.

**OR**

- The child/ young person/ family has not been informed of this request for information. If applicable, please provide the reason for this:<insert reason>

**Contact details of the person making the request:**

Name

Title:

Organisation:

Phone: <insert>

Fax: <insert>

Email: <insert>

Mailing Address: <insert>