

## Letter requesting information under Chapter 16A

(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: Dianne Neijens

At: <Department of Family and Community Services>

From: <Janet Bunday / Manager<

At: <Interchange Shoalhaven Inc>:

Ref:

Date: <12-12-12>

This request is made in regard to: <CIE >

Date of Birth: <REDACTED 1996> Gender: <(M)>

Information is also sought regarding the following persons:

Name	Gender	Relationship to child/young person	DOB	Other identifying information
<Royce Comber>	<(M)>	<paid worker>	REDACTED 1988>	<insert>
<insert>	<(M/F)>	<insert>	<dob>	<insert>

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

**Royce Comber was accused by <sup>CIE</sup> of sexually assaulting <sup>CIE</sup> whilst in care with the Disability Trust. Prior to this incident Royce Comber was employed to work with <sup>CIE</sup> and other children in our service. We need to review Royce's status as a worker with Interchange Shoalhaven**

This information is sought because it relates to the safety, welfare or wellbeing of the child or young person (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 in regard to:

- ✓ 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 agency/service involvement

other details required

<insert>

Please provide the requested information

- by phone
- ✓ by email
- by fax\*
- ✓ by mail.

\* Care should be taken in providing sensitive information via fax. This procedure must be negotiated with and agreed to by the organisation providing the information.

The information is required by **21/12/12**

*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 by mail.

**OR**

- ✓ The child/ young person/ family has not consented to the release of information requested in this form by mail. The reason for this is:

***Consent has been given verbally by the mother of <sup>CIE</sup> and has been noted in writing on the family's Interchange Shoalhaven file***

- ✓ 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. The reason for this is:

<insert>

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

Name Janet Bunday

Title: Manager

Organisation: Interchange Shoalhaven

REDACTED

Mailing Address: PO Box 663 Nowra 2541