

NSW WORKING WITH CHILDREN CHECK - EMPLOYEE ADVISORY LETTER Page 1 of 1



NSW WORKING WITH CHILDREN CHECK
REP EMPLOYEE ADVISORY LETTER

Dear ARH

I have notified the NSW Commission for Children and Young People of a Relevant Employment Proceeding concerning you.

A Relevant Employment Proceeding does not prevent you from working with children in the future. It means that when you next undergo a Working With Children background check, any risks this record demonstrates will be assessed as part of the Check.

The Commission for Children and Young People holds only basic information about this matter, for example your name, sex, date and place of birth and the findings of our investigation. We retain the full records of the relevant employment proceeding and give them to the Commission or Approved Screening Agency when there is a Working With Children Check that considers this record. The Commission for Children and Young People and the Approved Screening Agencies for the Working With Children Check do not release details of Relevant Employment Proceedings to future or prospective employers. Your next employer receives only the outcome of the check. In relation to risks presented by your records, the outcomes available are either "no risk", "some risk" or "significant risk".

If you want more information about our report or the investigation that led to it, please contact myself on REDACTED

You are entitled to seek documents that we hold relating to you and this Relevant Employment Proceeding under the Freedom of Information Act 1989. You can also ask that any such documents be amended if you consider them to be incomplete, incorrect, out of date or misleading. There is no fee or charge for these services. To apply for access to these documents, you should contact me. If you do not receive a response to your request within 21 days you may ask the NSW Ombudsman for assistance (phone 9286 1000 or 1800 451 524).

You may be able to seek a review if you are not satisfied with the response to a request for information under the Freedom of Information Act 1989. The NSW Ombudsman has details of the available remedies on his website at www.ombo.nsw.gov.au, can advise by phone on 9286 1000 or 1800 451 524.

Please contact me on REDACTED if you require any further information on this matter.

Yours sincerely

Name: ASB

Position Title: Headmaster

Organisation Name: School 1

Signature: ASB

Date: 6.9.10

What should I do next?

Once you have completed your details, you will need to sign the printed form and provide the signed form to the licensing body for the authorised carer, family day carer or home-based carer in your household. You may also wish to retain a copy for your records.