

School 1

*From the Headmaster*

ASB

13 November 2009

Mr John Weeks  
Headmaster

Knox Grammar School  
Pacific Highway  
WAHROONGA NSW 2076

Dear John

**REQUEST FOR INFORMATION  
DUE DATE: THE INFORMATION IS REQUIRED BY 20 NOVEMBER 2009**

This request is made in regard to: a class of children at School 1

Date of Birth: N/A                      Gender: Male

Information is also sought regarding the following persons:

Name	Gender	Relationship to child/young person	DOB	Other Identifying Information
Mr ARH	Male	Teacher	RE 62	Employee at Knox until 2000

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:

School 1 is currently undertaking an investigation into allegations of reportable conduct in accordance with the NSW Ombudsman Act 1974, Part 3A.

Information has been received that there were concerns regarding Mr ARH's conduct whilst employed at Knox Grammar School and as a result of these concerns Mr ARH's employment with the school ended.

This information is sought because it will assist with:

- making a decision, assessment or plan
- initiating or conducting an investigation
- providing a service relating to the safety, welfare or wellbeing of the child or young person (or class of children or young persons) and/or
- managing a risk to a child or young person.

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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

Any existing file or records of information regarding Mr ARH's conduct with students whilst employed at Knox Grammar School. Any subsequent action taken by Knox Grammar School as a result of the alleged conduct regarding Mr ARH. Any information regarding the cause of Mr ARH's departure from the School. Any other information that may be considered relevant to the current investigation.

This request is for existing information only. You are not required to collect new information or to undertake a separate assessment or report.

Please provide the requested information

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

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

The Act authorises the exchange of information under Chapter 16A without consent where concerns are held about the safety, welfare or wellbeing of a child or young person. However the child, young person or parent/carer should be informed if practicable that information about them is being disclosed to another organisation so long as this does not place the child or young person at further risk.

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

OR

- The child/ young person/ parent/carer has not been informed of this request for information.

The reason for this is:

The allegations are historical in nature. The current investigation has not been able to identify any students who were involved in the alleged conduct.

Contact details of the person making the request:

Phone: ARH Acting Head

Fax: ARH

E-mail: ARH @School 1

Mailing Address: School 1

I give authority for this information to be released to:

Ms Kylie Starling  
0412 248 930

Yours sincerely

ARH

ACTING HEAD