

Women & Children's Health	POLICY: GATEHOUSE CENTRE DOCUMENTS AND CORRESPONDENCE	Policy No:
		Issue Date: 28.03.14
Gatehouse Centre (for the Assessment & Treatment of Child Abuse)		Review Date: 28.03.15
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1. Policy Statement

It is the Gatehouse Centre policy that prior to the release of written reports, documents and correspondence these documents, reports and correspondence should be approved by the appropriate senior staff and/or Gatehouse Centre Executive.

The Gatehouse Centre administrative team must format all reports, documents and correspondence prior to their release to an external agency.

No reports, documents or correspondence will be released without the permission of the author of the document in question. This should be noted on the front page of all reports.

2. Persons Affected

Gatehouse Centre clinical staff, and administrative staff.

3 Definition of Terms

Reports: all written court reports, case review reports, child and family assessments, crimes compensation reports, medical reports and other written reports in relation to Gatehouse Centre clients.

Documents: all written statements about Gatehouse Centre processes and policies; all material prepared for training (handouts and overheads).

Letters: any letter written by a worker to a family member, professional within RCH or the Community.

4. Responsibility

The Gatehouse Centre clinical team members must ensure that prior to releasing a report, document or letter that:

- The worker's team leader has given consent for the report, letter or document to be released and has checked the report, correspondence or document as appropriate.

Gatehouse Centre senior executive must approve all documents in relation to the management and policies of the Gatehouse Centre prior to their distribution.

Team leaders are responsible for tabling such documents at the Gatehouse Centre senior executive meeting as appropriate.

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5. Requirements

All reports/letters must have:

- 1) Front page RCH standard letter head
- 2) Gatehouse Centre title and phone and fax number as per "Gace" format
- 3) Date when report/letter was signed
- 4) The writer's signature, followed with a typed name and title of the writer
- 5) Reports should have a descriptive title

All documents utilized in training/information sessions should:

- 1) be headed with "Gatehouse Centre"
- 2) acknowledge all sources of information

6. Other Relevant References

Report Writing Policy

Confidentiality of Client Information Policy

Guidelines for Assessment, Progress & Case Closure Reports

Guidelines for Proforma Letters

RCH Privacy

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