

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: Manager, Child Protection Register

NSW Police Headquarters
By email: cpr@police.nsw.gov.au

From: John Weeks, Headmaster

At: Knox Grammar School

Ref: REDACTED

Date: 10.01.2014

This request is made in regard to: REDACTED

Date of Birth: <dob> Gender: Male

Information is also sought regarding the following persons:

Name	Gender	Relationship to child/young person	DOB	Other identifying information
REDACTED	Male	Father	<dob>	<insert> e.g. address, phone number
REDACTED	Female	Mother	<dob>	<insert> e.g. address, phone number
REDACTED	Male	Brother	<dob>	<insert> e.g. address, phone number
REDACTED	Female	Sister	<dob>	<insert> e.g. address, phone number

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:

REDACTED has been placed on the Child Protection Register as a result of child pornography offences. Knox Grammar School is requesting the below information to assist the school manage any risk associated with Mr REDACTED being a parent of the Knox Grammar School community. Knox Grammar School has a duty of care to all Knox Grammar School

students, including Mr [REDACTED]'s child [REDA] and will need to put in place appropriate strategies to ensure the school meets its obligations.

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

Specific information is sought in relation to the following:

- The period of [REDACTED]'s registration on the Child Protection Register and expected date of removal from the Register;
- The conditions associated with [REDACTED]'s registration on the Child Protection Register such as:
 - any stipulated condition about no contact with any children or restrictions around contact with any children (e.g. supervision)
 - if a stipulated distance from schools is to be maintained
 - any other condition deemed relevant to a school's implementation of duty of care to its students;
- Whether [REDACTED] has any current reporting responsibilities (including any parole requirements) to local police that the school should be aware of (in order to inform police if any of these responsibilities are breached);
- Whether there is a contact at the Local Area Command that the school can use in relation to this matter;
- Any other information deemed relevant to a school's implementation of duty of care to its students.

This information will be used to conduct risk assessments at Knox Grammar School to maintain the safety, welfare and wellbeing of all its students in relation to any potential contact with [REDACTED]. [REDACTED] The school is considering excluding [REDACTED] [REDACTED] from the school grounds and any school activity and is seeking the above information to inform this decision. This information will also be used to inform the school's reporting to police in terms of [REDACTED]'s breaching of any conditions associated with his registration on the Child Protection Register.

Please provide the requested information by email to Martin Gooding at goodingm@knox.nsw.edu.au

The information is required by 17 January 2014 to enable the school to conduct appropriate risk assessments prior to students returning for the 2014 school year.

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:

- 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 there is no legal obligation to inform the parents and the school is requesting information to conduct risk assessments as part of its duty of care to students.

Contact details of the person making the request:

Name: John Weeks

Title: Headmaster

Organisation: Knox Grammar School

Phone: 02 9487 0122

Fax: <insert>

Email: WeeksJ@knox.nsw.edu.au

Mailing Address: <insert>