



«Insert Mr/Ms/etc contact name/surname»
 «Organisation Name»
 «Organisation Address»

Dear «Mr/Ms/etc surname»

Section 31: Notice to produce information for the Working with Children Check

The Office of the Children's Guardian is considering a Working with Children Check application from «ApplicantFirstName» «ApplicantMiddleName» «ApplicantFamilyName» whose date of birth is «ApplicantDateOfBirth».

«ApplicantFirstName» «ApplicantMiddleName» «ApplicantFamilyName» has informed me that they were involved in your organisation as a «position» from «start date» to «end date»

Or (delete as appropriate)

«ApplicantFirstName» «ApplicantMiddleName» «ApplicantFamilyName» has informed me that they are currently a member of your organisation. I understand that «ApplicantFirstName» «ApplicantMiddleName» «ApplicantFamilyName» has been involved in your organisation as a «position» since «start date».

The Office of the Children's Guardian is authorised under Section 31(4) of the *Child Protection (Working with Children) Act 2012* to request production of information for the assessment of risk to children.

Pursuant to Section 31(4), the Office of the Children's Guardian requests any relevant personnel files in relation to disciplinary proceedings and any other document which relates to the «Applicants» activities, to include:

- <<insert specific information being sought>>

This information is requested whether or not otherwise prohibited by Sections 18 and 19 of the *Privacy and Personal Information and Protection Act 1998* or Schedule 1 of the *Health Records and Information Privacy Act 2002*.

Information provided in response to this notice will be used to assess the risk the applicant presents to children. If the applicant is barred from working with children, and seeks a review of that bar, the information you provide may be provided to the NSW Civil and Administrative Tribunal and the applicant.

Your response to this notice, including a nil response, is requested within 15 working days of the date of this letter. Information can be faxed to secure number (02) 9286 7290 or emailed to WWCCAssessment@kidsguardian.nsw.gov.au. Alternatively, if

you require any further information, please contact <<insert name>> on (02) 9286 <<ext>>.

Yours sincerely

David Rees

Director

Working with Children Check Operations
Office of the Children's Guardian

/ /2015