

## Attachment 2

### LETTER OF REQUEST FOR INFORMATION (Chapter 16A)

(To be used by prescribed bodies<sup>1</sup> seeking information under Chapter 16A)

*Chapter 16A of the Children and Young Persons (Care and Protection) Act 1998 provides for the exchange of information between prescribed bodies relating to the safety, welfare or wellbeing of a particular child or young person or class of children or young persons to assist the recipient to make any decision, assessment or plan or to initiate or conduct any investigation, or to provide any service, relating to the safety, welfare or well-being of the child or young person or class of children or young persons, or to manage any risk to the child or young person (or class of children or young persons) that might arise in the recipient agency's capacity as an employer or designated agency.*

To: <name/position>

At: <organisation>

From: <name/position>

At: <organisation>

Ref: <insert>

Date of request: <insert>

**Due date:** The information is required by <insert> (ideally this should be negotiated with the providing agency)

This request is made in regard to: <name of child or young person>

Date of Birth: <dob>

Gender: <(M/F)>

Information is also sought regarding the following persons:

Name	Gender	Relationship to child/young person	DOB	Other identifying information
<insert>	<(M/F)>	<insert>	<dob>	<insert>
<insert>	<(M/F)>	<insert>	<dob>	<insert>

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:

<insert details as to how the information is relevant to the safety, welfare or wellbeing of the Unborn Child/Child/Class of Children/Young Person/Class of Young People>

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.

<sup>1</sup> A prescribed body is any organisation specified in section 248 (6), *Children and Young Persons (Care and Protection) Act 1998* or in clause 7, *Children and Young Persons (Care and Protection) Regulation 2000*.

## Attachment 2

*(can tick more than one box)*

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
- <insert>

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:  
<insert>

**Contact details of the person making the request:**

Phone: <insert>  
 Fax: <insert>  
 E-mail: <insert>  
 Mailing Address: <insert>