



## Requesting Information under Chapter 16A - Letter

(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:**

**At:**

**From:**

**At:**

**Ref:**

**Date:**

This request is made in regard to:

Date of Birth:

Gender:

Information is also sought regarding the following persons:

Name	Gender	Relationship to child/young person	DOB	Other identifying information

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:

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

Please provide the requested information

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

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

The information is required by

*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:

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

Name:

Title:

Organisation:

Phone:

Fax:

E-mail:

Mailing Address: