**EXAMPLE LETTER - REQUEST FOR INFORMATION SHARING**

**To**: <name/position>

**At:** <organisation>

**From:** <name/position>

**At:** <organisation>

**Ref:** <insert>

**Date:** <insert>

**Re: Provision of information under Part 5.1A of the *Care and Protection of Children Act***

This request is made in regard to: <n*ame of child or young person or group of children>*

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

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; and/or
* providing a service.

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>

Please provide the requested information

* by phone
* by email
* by mail.

The information is required by <date>.

*The Act authorises the exchange of information under Part 5.1A without consent, however as a matter of best practice, 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.*

* 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:

<insert>

* 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:

<insert>

# 

# Contact details of the person making the request:

Name

Title:

Organisation:

Phone: <insert>

Fax: <insert>

Email: <insert>

Mailing Address: <insert>