 FORM 1

**Letter of Request for Information (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 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 agency’s capacity as an employer or designated agency.**

**To**: <name/position>

 **At:** <organisation>

**From:** <name/position>

 **At:** <organisation>

**Ref:** <insert>

**Date:** <insert>

This request is made in regard to: <n*ame 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 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 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

The information is required by <date>.

*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:

<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:

# Contact details of the person making the request:

Name:

Title:

Organisation:

Phone: <insert>

Email: <insert>