Name

Position title

Company or Organisation

Address 1

Address 2

Suburb State Postcode

[Unborn report request for information letter template]

**Guidance note:** delete these instructions in square brackets before sending.

There is no prescribed method for requesting or sharing information under the information sharing schemes. You do not need to use this letter template. (You can phone, email, and/or request the information directly by any means).

This letter template provides an example you can use when requesting information in response to unborn reports.

Make sure you check the box stating you have confirmed the person you are contacting is from a prescribed Information Sharing Entity.]

Dear Recipient Name

**Re:** **Expectant mother's name, date of birth, and address if known**

**EDD of unborn if known**

Child protection has received an unborn report under section 29 of the *Children, Youth and Families Act 2005* (CYFA) regarding a significant concern for a child after their birth.

The CYFA establishes the provisions available to me in response to an unborn report, as a delegate of the Secretary of the Department of Families, Fairness and Housing. These include:

* section 30 (a): provide advice to the person who made the report
* section 30 (b): provide advice and assistance to the mother of the unborn child
* section 30 (c): refer the matter to a community-based child and family service or a service agency to provide advice, services, and support to the mother of the unborn child.

To determine the most appropriate response to the report, I am seeking information from you.

I confirm that **Child Protection is a prescribed Information Sharing Entity (via functional prescription)**.

I make this request for information under section 41 of the *Child Wellbeing and Safety Act 2005* (CWSA).

The CWSA includes provision for sharing of information in relation to unborn children within the scope of the Child Information Sharing Scheme.

☐ I have confirmed you are a prescribed Information Sharing Entity before making this request.

The information I am seeking from you is:

* Specific and limited information necessary to inform your decision making.
* Specific and limited information necessary to inform your decision making

Please contact me on phone number or email email address with this information at your earliest convenience.

Regards,

Your name

**Child protection practitioner**

**Date**