Name

Position title

Company or Organisation

Address 1

Address 2

Suburb State Postcode

[Unborn report Information-sharing letter with examples 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 sharing information in response to unborn reports.

Under the ‘Purpose’ heading, identify the purpose of the information-sharing.

Under the ‘Information being shared’ heading, be specific about what you are sharing. Make sure it relates to the recipient’s role, purpose and functions.]

Dear Recipient Name

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

**EDD of unborn if known**

My name is Your Name. I am a child protection practitioner with the Department of Families, Fairness and Housing, a prescribed Information Sharing Entity (ISE).

I am writing to share information with you as a prescribed ISE, under section 41 of the *Child Wellbeing and Safety Act 2005.* I consider this information to be reasonably necessary to you being able to fulfill your/your organisation’s functions and duties.

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.

I consider it necessary to share the following information with you:

**Purpose**

Example 1: To undertake the functions of your role as a specialist family violence service to assess and manage risks related to family violence.

Example 2: To support safe delivery of the unborn in your role as midwife/obstetrician.

**Information being shared**

Example 1: See attached details of reported/alleged familiy violence, including identified possible victim survivor and alleged person using violence, and MARAM assessment that I completed on 21 June 2024.

Example 2: The expectant mother has been reported to be using methamphetamines daily. There is no indication of antenatal care. She has previously delivered 2 children pre-term in 2022 and 2023.

Child protection is unable to remain directly involved at this time. However, if you have any questions as to the above, please contact me on phone number or email email address and I will be happy to clarify.’

Regards,

Your name

**Child protection practitioner**

**Date**