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| Office of the Children’s Guardian |  |
| Residential Care Workers Register - Other Agency Check |  |
| Part 2 – Agency recording and providing information |
| July 2022 |  |

### This form should be used when:

an agency receives a request for an Other Agency Check, and if so, should be completed within **5 working days**, or

an agency has ended the engagement of a residential care worker or finalised an investigation and wishes to record relevant information to be exchanged in response to a future request.

***Note –*** *If recorded at the time of ending an engagement, the agency should ensure they file this in a way that it can be easily located and updated once a future request is received.*

### The form is divided into 6 separate sections:

* 1. **Agency requesting information** – provide key information about requesting agency
	2. **Agency providing information or responding to request** – detail the agency recording the information and the reason for recording and/or exchanging information.
	3. **The information recorded relates to**– detail the individual the request relates to and the legislative base for exchanging this information.
	4. **Information to be exchanged** – detail the information to be exchanged, relevant to the safety, welfare or wellbeing of a child or class of children.
	5. **Approval for provision of information** – provide information about the officer who has approved this information to be provided and the date this occurred.
	6. **Provision of information** – provide information about the officer who has responded to the request received as well as the date this has been sent.

## Part 2 – Agency recording and providing information

### 2.1 Agency requesting information

Name of agency requesting information: Please click here to enter text.

Name and position of officer making the request: Please click here to enter text.

Date request received: Please enter a date.

### 2.2 Agency recording information

Agency name: Please click here to enter text.

Name and position of officer completing this form: Please click here to enter text.

#### The completion of this form is a result of (please choose one):

[ ]  An ‘Other Agency Check’ request about an individual who has applied to be a residential care worker

* Complete each section of Part 2

[ ]  A residential care worker ending their engagement with the agency named in 2.2 or that agency wishing to record relevant information following finalisation of an investigation

* Complete sections 2.2, 2.3 and 2.4 and document as per agency policy.
* Once a request is received, sections 2.1, 2.5 and 2.6 should also be completed and the information recorded in section 2.4 should be reviewed for relevance before being released to the requesting agency.

## 2.3 The information recorded relates to:

**Full name:** Please click here to enter text.

**Previous or other names:** Please click here to enter text.

**WWCC number:** Please enter number here **Date of birth:** Please enter a date.

**Role of this individual within the agency named in Part 2** e.g., Currently engaged as a residential care worker or previously engaged as a residential care worker

Provide details of the role of this individual here

The above-named agency is providing information that relates to the safety, welfare or wellbeing of a class of children or young persons, in response to a request made by another designated agency in accordance with section 245D of the *Children and Young Persons (Care and Protection) Act 1998* and the Children’s Guardian Regulation 2022. This information will assist an agency to (please indicate which is relevant including if both):

[ ]  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

[ ]  Manage a risk to a child or young person that might arise in the agency’s capacity as an
employer or designated agency

## 2.4 Information to be exchanged

### 1. Reportable conduct reported to the NSW Office of the Children’s Guardian or covered under a Class or Kind Agreement

Has the individual been the subject of a reportable allegation which is currently under investigation or where an investigation has been completed with a finding of ‘Finalised – contact agency’?

If yes, please outline information relevant to the safety, welfare or wellbeing of children or young people residing in residential care.

This should include allegations which have been reported to the NSW Office of the Children’s Guardian or were exempt from notification as part of a Class or Kind agreement.

If there has been more than one allegation, each one should be recorded separately.

#### Details of reportable allegation records

Date of allegation: Please enter a date.

Details of allegation including the role of the individual within the agency at the time:

Provide details of the allegation here

Date investigation was finalised: Please enter a date.

Details of outcome/finding:

Provide details of the outcome of the investigation here

How does this relate to the safety, welfare or wellbeing of children and young people?

Provide details of the safety issues for children here

### 2. Workplace misconduct or allegations which do not meet the threshold of ‘reportable conduct’

Has the individual been the subject of any workplace misconduct matters which pose a risk to the safety, welfare or wellbeing of children or young people?

If yes, please outline relevant information.

If there has been more than one allegation or investigation, each one should be recorded separately.

Details of misconduct including date, description of occurrence and outcome of any investigation:

Provide details of the misconduct here

How does this relate to the safety, welfare or wellbeing of children and young people?

Provide details of the safety issues for children here

### 3. Performance Management

Has the individual been the subject of performance management by the agency which may pose a risk to the safety, welfare or wellbeing of children and young people?

If yes, please outline relevant information.

If there has been more than one matter, each one should be recorded separately.

Details of performance management concern including the date, the role of the individual within the agency at the time of the concern and the outcome of any investigation.

Provide details of performance management concern here

How does this relate to the safety, welfare or wellbeing of children and young people?

Provide details of the safety issues for children here

### 4. Any other relevant information

Is there any other information that your agency holds about the individual which you believe would pose a risk to the safety, welfare or wellbeing of children or young people?

If yes, please outline relevant information.

Details of concern and the outcome of any investigation:

Provide details of other concerns here

How does this relate to the safety, welfare or wellbeing of children and young people?

Provide details of the safety issues for children here

## 2.5 Approval for provision of information

Name of officer authorising the provision of information: Please click here to enter text.

Position of officer authorising the provision of information: Please click here to enter text.

Signature of approving officer:

Date: Click or tap to enter a date.

Comments (if relevant): Click or tap here to enter text.

## 2.6 Provision of information

Name of person providing information (if different from approving officer):

Click or tap here to enter text.

Date information provided to requesting agency: Please enter a date.