

7-Day Notification Form

Part 4 *Children's Guardian Act 2019*

* = compulsory in all cases

** = compulsory when known

1. Notification Details

1.1 Date or date range of alleged incident, if known:

1.2 Date head of relevant entity (HRE) aware of reportable allegation:

1.2.1 Source of the report/allegation:

1.3 * If this notification is made more than 7 business days after the HRE became aware of the reportable allegation, please state the reasons:

2. Details of Relevant Entity

2.1 * Name of relevant entity:

2.2 Type of relevant entity:

2.3 * Head of relevant entity (HRE) or approved delegate details

2.3.1 * Name:

2.3.2 Job title:

2.3.3 * Contact details

2.3.3.1 Tel:

2.3.3.2 Email:

2.4 Is the contact person different to HRE or approved delegate:

2.4.1 Name and job title:

2.4.2 Contact details

2.4.2.1 Tel:

2.4.2.2 Email:

3. Head of Relevant Entity (HRE) – Mandatory Considerations and Authorisation

3.1 Click here to confirm that the HRE or approved delegate has given consideration to mandatory factors specified at section 40(3) of the *Children's Guardian Act 2019*:

4. Details of Employee the Subject of Notification

Note, you can only notify multiple employees in one notification if they are the subject of a reportable allegation arising from the same incident (if more than 1 attach separately)

How many employees are the subject of this notification?:

Employee (if more than one employee please provide the following details in a separate attachment)

4.1 * Name of employee:

4.2 **DOB (or age at time of alleged incident):

4.3 Gender:

4.4 Employee's place of employment within relevant entity:

4.4.1 Employee job title:

4.4.2 Employment status:

4.4.3 If the person was engaged/contracted through a third party, please name the third party:

4.5 Employee requires or otherwise holds a WWCC for their employment with this entity:

4.5.1 **WWCC #:

4.6 **The employee has other child-related work (including as a volunteer or contractor who is required to hold a WWCC for the purpose of the engagement):

4.6.1 **If yes, please provide the details (including the name and contact details, if known, of the other entities that employ or engage the person in child-related work):

4.7 Is the employee aware of the allegation?

5. Details of reportable allegation/s or conviction considered to be a reportable conviction

5.1 * Primary allegation type:

5.2 * Secondary allegation type:

5.3 Details of alleged victim if known (if there is more than one alleged victim, please provide details in a separate notification form or attachment):

5.3.1 Name:

5.3.2 DOB (or if not known, age):

5.3.3 Gender:

5.3.4 Aboriginal or Torres Strait Islander:

5.3.5 Culturally and linguistically diverse:

5.3.6 Parental responsibility to Minister:

5.3.7 If child has disability, please state nature:

5.4 **Provide the details of all reportable allegations/convictions as currently known:

5.5 * Allegation has been reported to police by relevant entity:

5.5.1 **If yes, police report reference #, if known:

5.6 * Allegation has been reported to police by other:

5.6.1 If yes, police report made by:

5.7 * Allegation has been reported to the Child Protection Helpline by relevant entity:

5.7.1 **If yes, Helpline report reference #, if known:

5.8 * Allegation has been reported to the Helpline by other:

5.8.1 If yes, Helpline report made by:

6. Details of Initial Risk Assessment and Risk Management Action

6.1 * Initial risk assessment is:

6.2 Explain risk assessment:

6.3 * Initial risk management action taken:

6.4 Reason for initial risk management action:

7. Other Information

Please provide any other information you consider relevant to this notification:

Note: If you have documentation you consider relevant to this notification, please email it with information linking it to this notification (max. 25MB) to: 7day@ocg.nsw.gov.au or mail to Reportable Conduct Scheme, Office of the Children's Guardian, Locked Bag 5100, Strawberry Hills 2012 NSW.

Please note: if using webmail some users may not have the required technical support to use the submit button. We suggest saving this form on your system as a PDF and attaching it to a direct email to 7day@ocg.nsw.gov.au