

Checklist: Deciding whether to share when using Section 66C

Use this checklist when deciding whether to share information using section 66C.

How will sharing this information benefit the child or young person?



Who can help the child or young person in the circumstances?



Are they a Child Welfare and Protection Agency or Independent Person?



Are there any risks to the child or young person (or other people) if the information is shared?

- Could the child or young person's physical safety be at risk if their home address, contact details, or school was known?
- Could sharing the information lead to the child or young person being harassed, bullied, or being alienated from family, friends or their community?
- Could sharing the information cause the child or young person embarrassment, anxiety, fear, or uncertainty?
- Could sharing the information interfere with an active investigation?



What do people need to know to help? What don't they need to know?

- More information isn't always better or in the best interest of the child or young person – what information does the person need to know to help?
- Does the information identify other people?
- Has the child or young person or their parent (or legal guardian/caregiver) been given the assurance of confidentiality?



- Would sharing the information identify a person who has made a Report of Concern about the child or young person (e.g. someone in their household or family circle)?
- Do I need to share an entire report or document or would providing a summary of the information be more appropriate.
- Has the information been created by another agency? Should I check with that agency before I share it?
- Is the information subject to sharing restrictions (e.g. Court Document, Police Reports, Education Reports)

Is the information about the child or young person accurate, up to date and not misleading?

How can you ensure the information is shared safely?

- Can you share the information by phone instead of email?
- Are you sharing the information with the right person – double check you have the right email address, and check that it is an appropriate email address (e.g. official work address rather than a Gmail address)
- Are you able to password protect any attachments? If so, then do so.

What should you tell the child or young person (or their parent/legal guardian/caregiver)?

