

# Checklist: Deciding whether to share when using Section 66C

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



	<b>How will sharing this information benefit the child or young person?</b>
	<b>Who can help the child or young person in the circumstances?</b>
	<b>Are they a Child Welfare and Protection Agency or Independent Person?</b>
	<p><b>Are there any risks to the child or young person (or other people) if the information is shared?</b></p> <ul style="list-style-type: none"> <li>• Could the child or young person’s physical safety be at risk if their home address, contact details, or school was known?</li> <li>• Could sharing the information lead to the child or young person being harassed, bullied, or being alienated from family, friends or their community?</li> <li>• Could sharing the information cause the child or young person embarrassment, anxiety, fear, or uncertainty?</li> <li>• Could sharing the information interfere with an active investigation?</li> </ul>
	<p><b>What do people need to know to help? What don’t they need to know?</b></p> <ul style="list-style-type: none"> <li>• 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?</li> </ul>



	<ul style="list-style-type: none"> <li>• Does the information identify other people?</li> <li>• Has the child or young person or their parent (or legal guardian/caregiver) been given the assurance of confidentiality?</li> <li>• 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)?</li> <li>• Do I need to share an entire report or document or would providing a summary of the information be more appropriate?</li> <li>• Has the information been created by another agency? Should I check with that agency before I share it?</li> <li>• Is the information subject to sharing restrictions (e.g. Court Document, Police Reports, Education Reports).</li> </ul>
	<p><b>Is the information about the child or young person accurate, up to date and not misleading?</b></p>
	<p><b>How can you ensure the information is shared safely?</b></p> <ul style="list-style-type: none"> <li>• Can you share the information by phone instead of email?</li> <li>• 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).</li> <li>• Are you able to password protect any attachments? If so, then do so.</li> </ul>
	<p><b>What should you tell the child or young person (or their parent/legal guardian/caregiver)?</b></p>

