

Steps to follow when sharing information

Under Section 66C of the
Oranga Tamariki Act

01

Do you want to ask for or provide information for any of the following:

- Preventing or reducing the risk of harm, ill-treatment, abuse, neglect or deprivation for a child?
- Making, contributing or monitoring any support plan for a child that is managed by Oranga Tamariki?
- Preparing, implementing or reviewing any prevention plan or strategy made by Oranga Tamariki?
- Arranging, providing or reviewing services facilitated by Oranga Tamariki by children or their families?
- Carrying out any function in relation to a family group conference for children in care or anything else related to the care or protection of children?

Yes

02

Is the information you are planning to share relevant to the wellbeing or safety of the child (even if it isn't about them)?

Yes

03

Is the independent person or agency you want to share information with covered under the Oranga Tamariki Act 1989?

No

No

No

Yes

If a child is at risk of being seriously harmed (physically, emotionally or sexually) or neglected, call for help immediately.

Police: **111**
Oranga Tamariki: **0508 326 459**



You cannot share information under the Oranga Tamariki Act 1989.

Seek support or advice from your agency or organisation.

Think about:

- Will providing the information be in the best interests of the child/ren?
- How providing the information fits with any code of practice or ethics that apply, whilst keeping the child's wellbeing and safety at the centre of your decision making.
- Who may hold the information you require or provide the required service?



You can share information under the Oranga Tamariki Act 1989.

Agencies may have forms, templates or processes for requesting information. A call or face to face contact may identify the best way to make a request.

Your request should include:

- What is required
- Why it is required
- What it will be used for
- Information about any relevant timeframes
- Any contact details for the person the information is about



Check that you are complying with your organisation's Child Protection Policy before sharing any information.



Where appropriate or practicable, talk with the child/ren or their representative about providing information AND consider their views.



Provide information that is as accurate, complete and up-to-date as possible to help the agency fulfil the purpose specified in s66C.



Record and securely store all information requested and received.