



## **Notifications required by *Children's Services Regulation***

The *Children's Services Regulation 2004* requires that DoCS be given notice of various types of changes to, or events at, a children's service.

We have developed forms to make it easier for services to give us notice. The forms are located on the licensing forms page.

### **The forms (with reference to the relevant provision of the Regulation) are:**

- Notification of Person Ceasing to be in Control or Management of Licensee - CSDF 10 (clauses 107 and 108)
- Notice of Changes Relating to Children's Service – CSDF 11 (clauses 106 and 109 to 115)
- Notification of Serious Accident at Children's Service - CSDF 12 (clause 80)
- Notice of Death of a Child – CSDF 13 (clause 80)
- Notice of Complaint – CSDF 13 and Response to Complaint (clause 88)

### **Some things to note:**

- In most cases the obligation to give notice rests on the licensee but in some it rests on the authorised supervisor. Check the relevant clause in the *Regulation*.
- Notifying complaints - only notify significant complaints about matters which are the subject of requirements in the *Regulation*. (For example do not notify us of complaints about fees or your service's practice in relation to waiting lists.)
- Notifying accidents – only notify accidents that require the child concerned to receive medical, dental or hospital treatment.

If you need further information please ring 02 9716 2100 or 1800 619 113 or send an email to [cslicensing@community.nsw.gov.au](mailto:cslicensing@community.nsw.gov.au).