

FINAL REPORT

Private sessions



Royal Commission
into Institutional Responses
to Child Sexual Abuse

VOLUME 5

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Barton, ACT 2600

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Appendix C Registration confirmation thank you letter



Royal Commission
into Institutional Responses
to Child Sexual Abuse

CHIEF EXECUTIVE OFFICER

[Date]

Dear [Name of attendee],

Thank you for registering for a private session with the Royal Commission into Institutional Responses to Child Sexual Abuse. As you are probably aware, a private session is your chance to share your story with a Commissioner in a private and confidential setting.

Since May 2013, the Royal Commission has held private sessions with more than 6,500 people in capital cities and regional centres around Australia. Due to the large number of people coming forward, there may be a significant waiting time for your private session. For some, it may be as long as 9 months. However, we are doing all we can to minimise the length of waiting times.

When we have an appointment available, we will contact you using the details you provided to the Royal Commission. If your contact details change in the near future, please let us know by calling 1800 099 340 or emailing contact@childabuseroyalcommission.gov.au.

We understand that the length of this process may cause you concern. If you would like to speak to a Royal Commission counsellor, please call 1800 099 340, check our website or refer to the enclosed brochure for information about support services in the community who may be able to help you.

If you would like independent legal advice before your private session, you can contact knowmore who provide a free and confidential legal advice service. More information and contact details for knowmore can be found in the enclosed brochure.

Thank you for your interest in sharing your story with the Royal Commission. You can keep up to date with our work via our website, Facebook and Twitter.

Yours sincerely,

Philip Reed
CEO

GPO Box 5283 Sydney NSW 2001 Australia T 1800 099 340 W childabuseroyalcommission.gov.au

Appendix D Confirmation of private session letter



Royal Commission
into Institutional Responses
to Child Sexual Abuse

[Date]

[Name of attendee]
[Street address]
[Suburb, state, postcode]

Dear [Name of attendee]

Thank you for your willingness to tell the Royal Commission into Institutional Responses to Child Sexual Abuse about your experience. We are grateful for the valuable information you have already provided to us either in writing or over the phone.

The next step is a private session, which is a confidential and informal meeting where you tell your story to a Commissioner. Private sessions are an important way for Commissioners to bear witness to the impact of child sexual abuse and better understand how it might be prevented in the future. A private session has now been scheduled for you.

The details of your private session are:

Time: 10:20 am
Date: Friday, 3 March 2017
Location: The Office of the Royal Commission
Governor Macquarie Tower
1 Farrer Place
Sydney NSW 2000

Please aim to arrive **15 minutes** before your private session. Upon arrival, proceed to the Royal Commission on Level 17. Enclosed is a map showing transport and parking options to help you get to your private session.

You will have about one hour to tell your story to a Commissioner. You might find it helpful to organise your thoughts before attending your private session. The enclosed **Sharing Your Story Booklet** will help you to do this. You are not required to read the booklet or complete the questions; they are included as a guide only to support you if you wish.

As we have many people waiting for a private session, and only a short time left to hold private sessions, opportunities to attend are limited. Please let us know with at least 48 hours' notice if you need to reschedule your private session. You can call the Private Sessions team on 0477 362 890.

The information you provide in your private session is confidential and not on public record. For most people, the information provided in a private session will not be used as evidence in hearings. The Royal Commission makes an audio recording during the private session, but it remains confidential unless you specify otherwise. Please note that for privacy reasons no other recordings of the private session can be made.



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The Royal Commission will publish a summary of some personal experiences that are shared with us in private sessions. They will be published in a way that no individual can be identified. Many of these experiences were published in our Interim Report, and we will also include them in our Final Report. When we do this, the identity of the person who told us their story, and of anyone else involved, will be kept completely confidential. Please tell the Commissioner in your private session if you do not want your story included in our report.

Should you have any questions about your private session appointment, please call the Royal Commission Private Sessions team on 0477 362 890. Should you wish to provide further information to the Royal Commission, either before or after your private session, please contact our Assessment and Inquiry Team on 1300 229 776.

Yours sincerely

Private Sessions Coordinator



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