

## Report Amendments Policy

**1. Purpose** This policy outlines the approach to the amendment, correction, and management of Children's Observation Reports to ensure accuracy, transparency, and professional integrity.

**2. Scope** This policy applies to all observation, session, and contact reports, and to all staff, contractors, and supervisors involved in report writing.

**3. General Principle** Once an observation report has been finalised and issued, it is considered a formal professional record and must not be substantively altered. Reports reflect factual, contemporaneous observations and objective professional language.

**4. Permitted Amendments** Only minor factual or administrative errors may be corrected after issue, such as spelling errors, incorrect dates or times, or clerical mistakes. Corrections are made via a correction notice or corrected copy clearly marked as administrative only. Original reports are retained.

**5. Prohibited Amendments** Substantive changes are not permitted. This includes adding new observations, removing behaviours, altering tone or interpretation, or modifying content in response to parent or legal requests.

**6. Addendums** Where relevant information arises after finalisation, a separate addendum may be issued. The addendum is clearly dated, explains its purpose, and confirms the original report remains unchanged. Requests for Addendums are charged at \$65 per hr and may take up to 5 working days to complete.

**7. Court-Related Reports** Reports filed with or referred to in legal proceedings are not amended. Any factual errors are addressed only through a formal correction notice or addendum.

**8. Record Keeping** All versions of reports are securely retained with a clear version history in accordance with privacy and record-keeping requirements.

**9. Communication with Parties** Clarification requests do not result in amendments. Any clarifications are documented separately and the report remains unchanged.

**10. Review** This policy is reviewed regularly to ensure compliance with legal obligations and best practice standards.