# Template for making or responding to a request and proactively sharing information under CISS and/or FVISS

This template can be used by Information Sharing Entities (ISEs) to request information, proactively share information, or respond to a request for information under the:

* Child Information Sharing Scheme (CISS) – Part 6A of the Child Wellbeing and Safety Act 2005
* Family Violence Information Sharing Scheme (FVISS) – Part 5A of the Family Violence Protection Act 2008

ISEs are not legally required to use this template to request or share information under CISS or FVISS and can adapt this template for use in their organisation. ISEs may also prefer to request or share information verbally. Making written requests is not mandatory.

Some ISEs have their own forms for information sharing requests, such as:

* [Victoria Police - online request form](https://vicpol.force.com/OnlineRequest/s/)
* [Corrections Victoria website](https://www.corrections.vic.gov.au/family-violence-and-child-information-sharing-schemes)
* Child Protection - Schools can request information from, or share information with, Child Protection at a local level. For example, with a department case worker currently involved with a student or family.

In circumstances where the existing worker is unknown, or if the information is historical or relates to a closed Child Protection case, schools can contact the Information Sharing Unit:

Email: info.exchange@dhhs.vic.gov.au

Phone: 1300 090 979.

Education and care services should follow the processes of prescribed statutory authorities when requesting information under the schemes.

## Template for making or responding to a request and proactively sharing information under CISS and/or FVISS

I am

* Making a request for information to an Information Sharing Entity (ISE) *(PART 1)*
* Proactively sharing information with an ISE or Risk Assessment Entity (RAE) *(PART 1 and PART 2)*
* Responding to a request from an ISE or an RAE *(PART 3)*

### PART 1: Making a request for information or proactively sharing information

**DATE:** Click or tap to enter a date.

1. **ISE Details** (organisations must be an ISE to request, share or receive information under CISS and/or FVISS. If you are unsure about the ISE status of an organisation visit: *iselist.www.vic.gov.au/ise/list/*
	* + - **ISE 1** (the ISE that is requesting information OR proactively sharing information)
	* **ISE name:**
	* **Contact person:**
	* **Position title:**
	* **Email:**
	* **Phone:**
		+ - **ISE 2** (the ISE that is responding to the request OR receiving information)
	* **ISE name:**
	* **Contact person:**
	* **Position title:**
	* **Email:**
	* **Phone:**
2. **Our ISE is requesting information about:**
* **First name:**
* **Last name:**
* **Date of birth:**
* **Address:**
* **Scheme - CISS:**

[ ]  Child

[ ]  Family member of child

[ ]  Third party

* **Scheme - FVISS:**

[ ]  Child victim survivor

[ ]  Adult victim survivor

[ ]  Third party

[ ]  Perpetrator

[ ]  Alleged perpetrator (your organisation must be an RAE to request information about alleged perpetrators for a family violence assessment purpose)

1. **Our ISE is requesting or proactively sharing information** (tick all that apply)**:**

*Tip: If you are requesting information under both schemes, you must identify a relevant purpose under each scheme.*

* **Scheme – CISS**
	+ **Purpose of requesting/sharing**

[ ]  to promote the safety of a child or a group of children

* + **Specified activity (CISS only)**

[ ]  to make a decision, assessment, or plan relating to a child or group of children

[ ]  to Initiate or conduct an investigation relating to a child or group of children

[ ]  to provide a service relating to a child or group of children

[ ]  to manage risk to a child or group of children

* **Scheme - FVISS**
	+ **Purpose of requesting/sharing**

[ ]  Family violence protection purpose: managing a risk of a person committing family violence or a person being subjected to family violence (including the ongoing assessment of the risks).

[ ]  Family violence assessment purpose: the information is being shared to establish or assess the risk of a person committing family violence or being the subject of family violence. (Information can only be shared for assessment purposes with a RAE)

**Details of the information that is being requested or proactively shared:**

*Tip: Summarise the information you are requesting or sharing. The information can also be attached to this template.*

1. **Seeking views and wishes under CISS and FVISS:**

**Were the views of the child/family member (non-perpetrator) sought?**

[ ]  Yes. Briefly detail whose views were sought and what the views were:

[ ]  No. Briefly detail why it was not safe, reasonable or appropriate to seek/obtain views:

**If you are sharing information with an ISE or RAE go to PART 2**

**If you are responding to a request from an ISE go to PART 3**

### PART 2: Additional requirements when sharing information under CISS and/or FVISS

1. **Consent requirements if you are sharing information under FVISS:**

*TIP: The following questions must be answered if you are sharing information under FVISS*

**Are you sharing confidential information about an adult victim survivor or third party?**

[ ]  Yes

[ ]  No

**If yes, was consent obtained to share information about the adult victim survivor or third party?**

[ ]  No, there is a serious threat to an individual’s life, health, safety or welfare

[ ]  No, the disclosure is relevant to assessing or managing family violence risk to a child victim survivor (under 18 years)

[ ]  Yes, written

[ ]  Yes, verbal

[ ]  Yes, implied

1. **Excluded information if you are sharing information under CISS and/or FVISS**

*TIP: The following question must be answered if you are sharing information under CISS and/or FVISS*

**Is the information excluded information under CISS and/or FVISS?**

*TIP: Refer to the Ministerial Guidelines for the schemes for more information about what is excluded information on the* [*Victorian Government website*](http://www.infosharing.vic.gov.au)

[ ]  Yes – You must review your request and revise your submission to remove excluded information before proceeding

[ ]  No – You can proceed with the request

### PART 3: Responding to a request from an ISE or an RAE

**Date:**

1. **I have confirmed that the request was made by:**

[ ]  an ISE under CISS and/or FVISS

[ ]  an RAE under FVISS (an organisation must be an RAE under FVISS to request or receive information for a family violence risk assessment purpose)

1. **Does the request meet the requirements for sharing?**
* **CISS (the request must meet all the requirements for the information to be shared)**

[ ]  The information will promote child’s wellbeing or safety

[ ]  Sharing may assist in the carrying out of a professional activity

[ ]  Information is not excluded information

* **FVISS (the request must meet all the requirements for the information to be shared)**

[ ]  The purpose of sharing is for family violence assessment OR protection

[ ]  The applicable consent requirements are met

[ ]  Information is not excluded information

1. **Will the requested information be shared?**

[ ]  Yes – all requested information will be shared

[ ]  No – the request does not meet the requirements for sharing

[ ]  Partially – only information that meets the requirements will be shared.

**Why was the request was partially or wholly refused?**

Provide further details on why you have refused the request. An example may be that:

* the information is excluded information under CISS and/or FVISS
* the organisation is not a prescribed ISE under CISS and/or FVISS
* the request did not meet the threshold tests under CISS