

Information Sharing Scheme Record Keeping Form – Template

As Information Sharing Entities (ISEs), you have specific record keeping obligations under the Family Violence Information Sharing Scheme (FVISS) and the Child Information Sharing Scheme (CISS). Many ISEs will already be recording much of this information as part of your existing record keeping and case noting practices. However, you can also choose to use a template such as this one, depending on the needs and requirements of your organisation or service.

Scheme (tick all that apply) FVISS CISS

Sharing Information

Who did you share information about? (tick all that apply)

Perpetrator Alleged Perpetrator Adult Victim-Survivor Child Victim-Survivor Adult Third Party

Date the information was disclosed (DD/MM/YYYY)

Which organisation was the information disclosed to?

Please attach:

- *A record of the information that was disclosed*
 - *A family violence risk assessment or safety plan for the victim-survivor or member of their family (if made by your organisation).*
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Requesting Information

Was this information shared in response to a request? Yes No

• If **yes**, what was the date of the request? (DD/MM/YYYY)

• If **yes**, what information was requested?

Information shared about an adult victim-survivor or third party (where no child is at risk)

Was this information shared with consent? Yes No

*If **yes**, please attach record of consent*

*If **no**, what is the reason why information was shared without consent? (i.e. serious threat)*

Information shared about an adult victim-survivor or third party to assess or manage risk to a child victim survivor

Was the adult victim-survivor/third party informed that their information was disclosed? Yes No

If **no**, did you seek the views of the adult victim-survivor/third party? Yes No

*If **no**, why were the views of the adult victim-survivor not sought?*

Information shared about a child victim-survivor (under 18 years)

Did you seek the views of the child/person (under 18) or their guardian (who is not a perpetrator or alleged perpetrator) about sharing their information? Yes No

For more information: vic.gov.au/guides-templates-tools-for-information-sharing

If **no**, why were the views of the child/young person or their guardian not sought?

Was the child/young person or their guardian informed that their information was disclosed? Yes No