# Email templates to assist with CISS & FVISS

The following templates are provided for schools as examples of emails which may accompany:

* the response to an information sharing request
* the submission of an information sharing request
* the proactive sharing of information.

They are not mandatory and are provided as a guide. They can be adapted for use within your school.

If declining a request for information, schools may follow the Victorian Government’s email template Email for declining a request under CISS and/or FVISS.

# Responding to an information sharing request

## Email template for *responding to an information sharing request* under the Child Information Sharing Scheme (CISS) and/or Family Violence Information Sharing Scheme (FVISS).

Where practicable and appropriate, under the Child Information Sharing Scheme (CISS) and the Family Violence Information Sharing Scheme (FVISS) Information Sharing Entities (ISEs) should respond to a request for information from another ISE or a Risk Assessment Entity (RAE) in writing.

This template provides an example of the email which may accompany the response to a request for information. It is not mandatory and is a guide. It can be adapted for use within your school. It does not replace the need to refer to the CISS and FVISS Ministerial Guidelines themselves for information on responding to a request or record keeping requirements under the Schemes.

Schools may choose to use the *Template: Making a request, responding to a request and proactively sharing information under CISS and/or FVISS* as an attachment or provide the content of the template within the email.

NB. Text in this colour can be deleted/amended as applicable.

To: < email >

From: < email >

Subject: Response to request for confidential information under the < Child Information Sharing Scheme and/or Family Violence Information Sharing Scheme >

Dear < name of ISE’s Information Coordinator (ISC) or Contact >

< School/Organisation name > is responding to < name of requesting ISE’s > request to share confidential information under the < Child Information Sharing Scheme (CISS) and/or Family Violence Information Sharing Scheme (FVISS) > about:

|  |  |
| --- | --- |
| Surname |  |
| Given name(s) |  |
| Date of birth |  |
| Address |  |

We are sharing confidential information:

* for the purpose of promoting the wellbeing or safety of a child or a group of children under CISS
* for a family violence assessment purpose under FVISS
* for a family violence protection purpose under FVISS.

Please see attached:

* Completed Template: *Making a request, responding to a request and proactively sharing information under CISS and/or FVISS.*

Should you wish to discuss this matter further, please contact < ISE’s Information Sharing Coordinator (ISC) Name > on < ISE’s ISC phone > during business hours.

Yours sincerely

< Name >

Position Title: < insert >

School/Organisation: < insert >

Phone: < insert >

Email: < insert >

# Submitting an information sharing request

## Email template for *submitting an information sharing request* under the Child Information Sharing Scheme (CISS) and/or Family Violence Information Sharing Scheme (FVISS).

|  |
| --- |
| Where practicable and appropriate, under the Child Information Sharing Scheme (CISS) and the Family Violence Information Sharing Scheme (FVISS) Information Sharing Entities (ISEs) should submit a request for information from another ISE or a Risk Assessment Entity (RAE) in writing.  This template provides an example of the email which may accompany a request for information. It is not mandatory and is a guide. It can be adapted for use within your school. It does not replace the need to refer to the CISS and FVISS Ministerial Guidelines themselves for information on submitting a request under the Schemes or record keeping requirements under the Schemes.  Schools may choose to use the *Template: Making a request, responding to a request and proactively sharing information under CISS and/or FVISS* as an attachment or provide the content of the template within the email.  NB. Text in this colour can be deleted/amended as applicable. |

To: < email >

From: < email >

Subject: Request for confidential information under the < Child Information Sharing Scheme and/or Family Violence Information Sharing Scheme >

Dear < name of ISE’s Information Coordinator (ISC) or Contact >

< School/Organisation name > is submitting a request for confidential information under the < Child Information Sharing Scheme (CISS) and/or Family Violence Information Sharing Scheme (FVISS) > about:

|  |  |
| --- | --- |
| Surname |  |
| Given name(s) |  |
| Date of birth |  |
| Address |  |

We are requesting confidential information:

* for the purpose of promoting the wellbeing or safety of a child or a group of children under CISS
* for a family violence assessment purpose under FVISS
* for a family violence protection purpose under FVISS.

Please see attached:

* Completed Template: *Making a request, responding to a request and proactively sharing information under CISS and/or FVISS.*

Should you wish to discuss this matter further, please contact < ISE’s Information Sharing Coordinator (ISC) Name > on < ISE’s ISC phone > during business hours.

Yours sincerely

< Name >

Position Title: < insert >

School/Organisation: < insert >

Phone: < insert >

Email: < insert >

# Proactive information sharing

## Email template for *proactive information sharing* under the Child Information Sharing Scheme (CISS) and/or Family Violence Information Sharing Scheme (FVISS).

|  |
| --- |
| Where practicable and appropriate, under the Child Information Sharing Scheme (CISS) and the Family Violence Information Sharing Scheme (FVISS) Information Sharing Entities (ISEs) should proactively share information with another ISE or a Risk Assessment Entity (RAE) in writing.  This template provides an example of the email which may accompany the proactive sharing of information. It is not mandatory and is a guide. It can be adapted for use within your school. It does not replace the need to refer to the CISS and FVISS Ministerial Guidelines themselves for information on proactive information sharing or record keeping requirements under the Schemes.  Schools may choose to use the Template: Making a request, responding to a request and proactively sharing information under CISS and/or FVISS as an attachment or provide the content of the template within the email.  NB. Text in this colour can be deleted/amended as applicable. |

To: < email >

From: < email >

Subject: Proactive sharing of confidential information under the < Child Information Sharing Scheme and/or Family Violence Information Sharing Scheme >

Dear < name of ISE’s Information Coordinator (ISC) or Contact >

< School/Organisation name > is proactively sharing confidential information under the < Child Information Sharing Scheme (CISS) and/or Family Violence Information Sharing Scheme (FVISS) > about:

|  |  |
| --- | --- |
| Surname |  |
| Given name(s) |  |
| Date of birth |  |
| Address |  |

We are proactively sharing confidential information:

* for the purpose of promoting the wellbeing or safety of a child or a group of children under CISS
* for a family violence assessment purpose under FVISS
* for a family violence protection purpose under FVISS.

Please see attached:

* Completed Template: *Making a request, responding to a request and proactively sharing information under CISS and/or FVISS*.

Should you wish to discuss this matter further, please contact < ISE’s Information Sharing Coordinator (ISC) Name > on < ISE’s ISC phone > during business hours.

Yours sincerely

< Name >

Position Title: < insert >

School/Organisation: < insert >

Phone: < insert >

Email: < insert >