This flowchart provides a sample for how schools may manage incoming information sharing requests under the CISS and FVISS. Schools should contextualise procedures to reflect local school structures.

It must be used with the [Information Sharing and Family Violence Reforms Contextualised Guidance](https://www.education.vic.gov.au/Documents/school/teachers/health/V10_Info%20Sharing%20and%20Family%20Violence%20Reforms%20Contextualised%20Guidance.pdf) and [Information Sharing and Family Violence Reforms Toolkit](https://www.education.vic.gov.au/Documents/school/teachers/health/V10%20Info%20Sharing%20and%20Family%20Violence%20Reforms%20Toolkit.pdf), available on the [DET’s PROTECT website](https://www.education.vic.gov.au/about/programs/health/protect/Pages/default.aspx?Redirect=1).

Child Information Sharing Scheme (CISS) and Family Violence Information Sharing Scheme (FVISS)

[Insert School Name] *School Procedure*

RESPONDING TO A REQUEST

[Insert School logo]

Current

May 2021

[sharing-schemes/policy](https://cevn.cecv.catholic.edu.au/Melb/Student-Support/Child-Information-Sharing-and-Family-Violence)

School ISC

All requests should be made in writing, where practicable

School Information Sharing Coordinator:

School Information Sharing Email:

**RECEIVE**

Information sharing request received via dedicated school information sharing email by school’s Information Sharing Coordinator (ISC)

# Not a prescribed ISE

School ISC

[Liaise with principal](https://iselist.www.vic.gov.au/ise/list/)

[Verify request is from a prescribed](https://iselist.www.vic.gov.au/ise/list/)

[ISE. Refer to:](https://iselist.www.vic.gov.au/ise/list/)

* [*Victorian Government prescribed ISE List*](https://iselist.www.vic.gov.au/ise/list/)

[Ask for an email from a work email](https://iselist.www.vic.gov.au/ise/list/)

[account if necessary](https://iselist.www.vic.gov.au/ise/list/)

**VERIFY**

Verify source and

Information Sharing Entity (ISE)

**SUBMIT**

Send email response *declining request* to ISE

School ISC

School ISC



[Refer to:](https://www.education.vic.gov.au/Documents/school/teachers/health/V10%20Info%20Sharing%20and%20Family%20Violence%20Reforms%20Toolkit.pdf)

* [*Email template for declining a request under CISS and/or FVISS*](https://www.education.vic.gov.au/Documents/school/teachers/health/V10%20Info%20Sharing%20and%20Family%20Violence%20Reforms%20Toolkit.pdf)[Sheet.254](https://ceob.schoolzineplus.com/_file/media/188/email_templates_to_assist_with_ciss_fviss.docx)

[CC principal](https://www.education.vic.gov.au/Documents/school/teachers/health/V10%20Info%20Sharing%20and%20Family%20Violence%20Reforms%20Toolkit.pdf)

NO

Sheet.533

* [*Information Sharing and Family Violence Reforms Contextualised Guidance*](https://www.education.vic.gov.au/Documents/school/teachers/health/V10_Info%20Sharing%20and%20Family%20Violence%20Reforms%20Contextualised%20Guidance.pdf)
* [*Information Sharing and Family Violence Reforms Toolkit*](https://www.education.vic.gov.au/Documents/school/teachers/health/V10%20Info%20Sharing%20and%20Family%20Violence%20Reforms%20Toolkit.pdf)
* [*Decision tree: Can I share*](https://www.education.vic.gov.au/PAL/ciss-fviss-decision-tree-sharing-information-under-ciss.pdf)

[*information under the CISS?*](https://www.education.vic.gov.au/PAL/ciss-fviss-decision-tree-sharing-information-under-ciss.pdf)

**APPLY THRESHOLD TEST**

Confirm request meets

CISS and/or FVISS thresholds for sharing

**CISS**

1. Promote wellbeing or safety
2. Share to inform an action
3. Not excluded information

**FVISS**

1. Assess or protect from

family violence risk

1. Applicable consent requirements are met
2. Not excluded information

YES

Prescribed ISE

**ADVISE**

Advise principal that an information request

has been received from a prescribed ISE

Does not

meet thresholds

NO

YES

Meets thresholds

Is any information held within the school?

NO

Liaise with principal (or delegate)

as necessary

**SEARCH/COLLECT**

Liaise with relevant school staff to gather information

* [*Decision tree: Can I share*](https://www.education.vic.gov.au/PAL/ciss-fviss-decision-tree-sharing-information-under-fviss.pdf)

[*information under the FVISS?*](https://www.education.vic.gov.au/PAL/ciss-fviss-decision-tree-sharing-information-under-fviss.pdf)



End process

[Follow record keeping requirements](https://www.education.vic.gov.au/Documents/school/teachers/health/V10%20Info%20Sharing%20and%20Family%20Violence%20Reforms%20Toolkit.pdf)

[Refer to:](https://www.education.vic.gov.au/PAL/ciss-fviss-email-template-declining-request-under-ciss-fviss.docx)

* [*information*](https://www.education.vic.gov.au/PAL/ciss-fviss-email-template-declining-request-under-ciss-fviss.docx) *Sharing and Family Violence Reforms Toolkit* [Sheet.529](https://www.education.vic.gov.au/Documents/school/teachers/health/V10%20Info%20Sharing%20and%20Family%20Violence%20Reforms%20Toolkit.pdf)
* *Integrated record keeping checklist (page 26)*

**RECORD KEEPING**

Store email *declining request* securely and

according to record keeping requirements

School ISC

School ISC

[Sheet.255](https://www.education.vic.gov.au/PAL/ciss-fviss-decision-tree-sharing-information-under-ciss.pdf)



[Refer to:](https://www.education.vic.gov.au/PAL/ciss-fviss-email-template-declining-request-under-ciss-fviss.docx)

* [*Email template for declining a request under CISS and/or FVISS*](https://www.education.vic.gov.au/PAL/ciss-fviss-email-template-declining-request-under-ciss-fviss.docx)[Sheet.254](https://ceob.schoolzineplus.com/_file/media/188/email_templates_to_assist_with_ciss_fviss.docx)

[If all or parts of the information](https://www.education.vic.gov.au/PAL/ciss-fviss-email-template-declining-request-under-ciss-fviss.docx)

[requested is going to be declined](https://www.education.vic.gov.au/PAL/ciss-fviss-email-template-declining-request-under-ciss-fviss.docx)

**PREPARE**

Prepare response *declining request*, citing grounds why information cannot be shared (i.e. no information held,

does not meet thresholds etc.)

School ISC

School ISC

School ISC

NO

Principal

**APPROVE**

Review and approve response

*declining request*

YES

**RECORD KEEPING**

Store response *declining request* securely and according to record keeping requirements

Principal

**SUBMIT**

Email response declining request to requesting ISE

[Refer to:](https://www.education.vic.gov.au/PAL/ciss-fviss-email-template-declining-request-under-ciss-fviss.docx)

* [*Email template for declining a request under CISS and/or FVISS*](https://www.education.vic.gov.au/PAL/ciss-fviss-email-template-declining-request-under-ciss-fviss.docx)

*CC school ISC* [Sheet.254](https://ceob.schoolzineplus.com/_file/media/188/email_templates_to_assist_with_ciss_fviss.docx)

Follow record keeping requirements

[Refer to:](https://www.education.vic.gov.au/PAL/ciss-fviss-email-template-declining-request-under-ciss-fviss.docx)

* [*information*](https://www.education.vic.gov.au/PAL/ciss-fviss-email-template-declining-request-under-ciss-fviss.docx) *Sharing and Family Violence Reforms Toolkit*
* *Integrated record keepingchecklist (page 26)* [Sheet.529](https://www.education.vic.gov.au/Documents/school/teachers/health/V10%20Info%20Sharing%20and%20Family%20Violence%20Reforms%20Toolkit.pdf)

End process

School ISC

School ISC

School ISC

**PREPARE**

Prepare disclosure response

(i.e. information to be shared)

School ISC

NO

Sheet.529

YES

[Sheet.530](https://www2.education.vic.gov.au/pal/information-sharing-schemes/guidance/chapter-4-guiding-principles-information-sharing-schemes)Sheet.252Sheet.254Sheet.255

End process

[Refer to:](https://www.education.vic.gov.au/PAL/ciss-fviss-template-making-or-responding-to-request-proactively-sharing-information-under-ciss-fviss.docx)

[*Template for making or responding to a request and proactively sharing information under CISS and/or FVISS*](https://www.education.vic.gov.au/PAL/ciss-fviss-template-making-or-responding-to-request-proactively-sharing-information-under-ciss-fviss.docx)

[*Consider CISS and/or FVISS legislative principles before sharing*](https://www2.education.vic.gov.au/pal/information-sharing-schemes/guidance/chapter-4-guiding-principles-information-sharing-schemes)

**SUBMIT**

Send response

to requesting ISE

Refer to:

* [*Email template: Responding to*](https://cevn.cecv.catholic.edu.au/Melb/Document-File/Students-Support/CISS-FVISS/Email-Templates-for-Schools.docx)

[*an information sharing request*](https://cevn.cecv.catholic.edu.au/Melb/Document-File/Students-Support/CISS-FVISS/Email-Templates-for-Schools.docx)[Sheet.254](https://ceob.schoolzineplus.com/_file/media/188/email_templates_to_assist_with_ciss_fviss.docx)

CC school ISC

Re-check thresholds have been met

Consult with student/family if safe, appropriate and reasonable to do so

**APPROVE**

Review and approve response

Principal

[Follow record keeping requirements](https://www.education.vic.gov.au/Documents/school/teachers/health/V10%20Info%20Sharing%20and%20Family%20Violence%20Reforms%20Toolkit.pdf)

[Refer to:](https://www.education.vic.gov.au/Documents/school/teachers/health/V10%20Info%20Sharing%20and%20Family%20Violence%20Reforms%20Toolkit.pdf)

* [*Information Sharing and Family Violence Reforms Toolkit*](https://www.education.vic.gov.au/Documents/school/teachers/health/V10%20Info%20Sharing%20and%20Family%20Violence%20Reforms%20Toolkit.pdf) [Sheet.529](https://www.education.vic.gov.au/Documents/school/teachers/health/V10%20Info%20Sharing%20and%20Family%20Violence%20Reforms%20Toolkit.pdf)

[*Integrated record keeping checklist* (page 26)](https://www.education.vic.gov.au/Documents/school/teachers/health/V10%20Info%20Sharing%20and%20Family%20Violence%20Reforms%20Toolkit.pdf)

**RECORD KEEPING**

Store response securely and according to record keeping requirements

School ISC

Principal

**Legend**

**School Information Sharing Coordinator**

**Principal**

**Acronyms**

**CISS** – Child Information Sharing Scheme

**DET** – Department of Education and Training

**FVISS** – Family Violence Information Sharing Scheme

**ISC** – Information Sharing Coordinator

**ISE** – Information Sharing Entity

**DOBCEL** – Diocese of Ballarat Catholic Education Limited

DOBCEL template

DET template

**Support**

**Whole of Victorian Government Information Sharing**

**and MARAM Enquiry Line**

Phone – 1800 549 646

Email – [childinfosharing@education.vic.gov.au](mailto:childinfosharing@education.vic.gov.au)

[**Resources**](https://www.vic.gov.au/information-sharing-schemes-and-the-maram-framework)

[**Victorian Government website**](https://www.vic.gov.au/information-sharing-schemes-and-the-maram-framework)

[https://www.vic.gov.au/information-sharing-schemes-and- the-maram-framework](https://www.vic.gov.au/information-sharing-schemes-and-the-maram-framework)

[**DET website**](https://www.education.vic.gov.au/school/teachers/health/childprotection/Pages/infosharing.aspx)

[*PROTECT*](https://www.education.vic.gov.au/school/teachers/health/childprotection/Pages/infosharing.aspx)

[https://www.education.vic.gov.au/school/teachers/health/](https://www.education.vic.gov.au/school/teachers/health/childprotection/Pages/infosharing.aspx)

[childprotection/Pages/infosharing.aspx](https://www.education.vic.gov.au/school/teachers/health/childprotection/Pages/infosharing.aspx)

[*Policy and Advisory Library*](https://www2.education.vic.gov.au/pal/information-sharing-schemes/policy)

[https://www2.education.vic.gov.au/pal/information-](https://www2.education.vic.gov.au/pal/information-sharing-schemes/policy)

[**CEVN website**](https://cevn.cecv.catholic.edu.au/Melb/Student-Support/Child-Information-Sharing-and-Family-Violence)

[https://cevn.cecv.catholic.edu.au/Ball/Student-Support/ Child-Information-Sharing-and-Family-Violence](https://cevn.cecv.catholic.edu.au/Ball/Student-Support/%20Child-Information-Sharing-and-Family-Violence)