This flowchart provides a sample for how schools may manage making 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).

**IDENTIFY**

Staff member identifies need to request information

Staff Member

Determine why information is needed and how it will be used to promote a student’s wellbeing or safety or to manage family violence risk

**DISCUSS**

Staff member discusses case for requesting information with principal and school information sharing coordinator (School ISC)

1.Verify request is for a prescribed Information Sharing Entity (ISE)

2. Check request will meet CISS and/or FVISS thresholds for sharing:

3. Consider student/family consultation

Staff member

1.Refer to:

* [Victorian Government prescribed ISE List](https://www.vic.gov.au/information-sharing-entity-list)

2. Refer to:

* [*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 information under the CISS?



* Decision Tree: Can I share information under the FVISS?

3.Refer to:

* [*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)

School Information Sharing Coordinator:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Information Sharing Email:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Not a prescribed ISE and/or does not meet thresholds

NO

Do not proceed with request

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

2. Applicable consent requirements are met 3.Not excluded information

**CONSIDER**

Consider alternatives for seeking information

School ISC

End process



Prescribed ISE and meets thresholds

YES

Proceed with request

**PREPARE**

Prepare *Information Sharing Request*

School ISC

Refer to:

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

[*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)

Not a prescribed ISE and/or does not meet thresholds

NO

Do not proceed with request



Verify request is for a prescribed ISE and their specific requirements for lodging a request for information

Re-confirm request is for a prescribed ISE. Refer to:

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

**DISCUSS**

Discuss issues with principal and relevant staff

Consider alternatives for seeking information

School ISC

Confirm request meets CISS and/or FVISS thresholds for sharing

Re-check thresholds for sharing.

Refer to;

* [*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)

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 keeping checklist (page 26)*

**RECORD KEEPING**

Store draft *information sharing request* securely and according to record keeping requirements

School ISC

YES

Prescribed ISE and meets thresholds

Proceed with request



**APPROVE**

Review and approve information sharing request

Principal

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

End process

**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

**Legend**

DET template

 DOBCEL template

**Support**

**Whole of Victorian Government Information Sharing**

**and MARAM Enquiry Line**

Phone – 1800 549 646

Email – 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)

**School Information Sharing Coordinator**

**Principal**

 **School Staff Member**

**SUBMIT**

Send information sharing request to ISE

Principal

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

* *Email template: Submitting an information sharing request*
* *CC School ISC*



**RECORD KEEPING**

Store information sharing request securely and according to record keeping requirements

School ISC

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 keeping checklist (page 26)*

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/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)

[*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

**PROVIDE**

Provide response to staff members and school leadership team as appropriate

School ISC

**RECEIVE**

**Receive response from ISE**

Principal