Organisational readiness checklist

Child and Family Violence Information Sharing Schemes

The Victorian Government is progressing three inter-related reforms that will be integral to keeping families and children safe:

- Child Information Sharing Scheme
- Family Violence Information Sharing Scheme
- Family Violence Multi-Agency Risk Assessment and Management Framework (MARAM).

From 27 September 2018, your organisation will be required to implement one or more of these reforms. This checklist will help organisational leaders prepare for the Information Sharing Schemes.

A MARAM Alignment Checklist is also available here ⬀

1. Read policy and practice documents

Child Information Sharing Scheme (CISS)

☑ [Child Information Sharing Scheme Ministerial Guidelines: Guidance for information sharing entities](#)

☐ Child Information Sharing Scheme summary

☐ Child Information Sharing Pathway

All CISS resources are available here ⬀

Family Violence Information Sharing Scheme (FVISS)

☑ [Family Violence Information Sharing Guidelines: Guidance for information sharing entities](#)

☑ [Summary of the Family Violence Information Sharing Guidelines](#)

☑ [A guide for ISEs on how to share information](#)

☑ [Information sharing flowchart](#)

☑ [Information sharing process checklist when making a request](#)

☑ [Information sharing process checklist when responding to a request](#)

☑ [Information sharing consent form (for adult victim survivors only)](#)

☑ [Model conversations for obtaining consent from an adult victim survivor](#)

☑ [Model conversation with a child victim survivor and/or a parent who is not a perpetrator](#)

☑ [Your information and your safety factsheet](#)

☑ [Example record keeping form](#)

All FVISS resources are available here ⬀

Integrated resources

The majority of organisations and services will be prescribed under all three reforms. Integrated resources currently include:

- Tips for information sharing record keeping
- Tips for a conversation with a child and/or parent (who is not a perpetrator of family violence) about information sharing
- How do the information sharing schemes work together?

Additional integrated resources are currently in development.

All integrated resources will be available here

2. Understand obligations

Organisational leaders:

☐ must understand the Information Sharing Schemes.

☐ will need to identify which staff should be authorised to share information in relation to family violence risk assessment and management, and promoting children's wellbeing and safety, based on their functions and role in the organisation[1].

☐ should communicate to staff about their obligations under the Information Sharing Schemes, and ensure they have read the associated policy and practice documents.

☐ provide opportunities for identified staff to undertake the appropriate training.

3. Identify and review documents and practices

Identify and update organisational policies, procedures, guidelines, processes and forms as necessary to reflect the Information Sharing reforms. Develop new materials as appropriate.

Information Sharing

☐ Existing referral pathways

☐ Workplace support policies and procedures[2]

☐ Clinical supervision templates

Update collection, use and disclosure of information:

☐ Local-area Memorandums of Understanding (MOUs)

☐ Consent and release of information forms

☐ Client intake and assessment processes and relevant forms

☐ Privacy and confidentiality policies and procedures.

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[1] For example, a Maternal and Child Health Nurse in an Information Sharing Entity would be authorised to share information on behalf of the organisation and should attend training modules for both Information Sharing Schemes.

[2] For example, working with children policies, use of language services, organisational risk management procedures, evaluation policies, provision of employee assistance programs to support staff who may be affected by exposure to family violence content

You may need to include or update:

- the purposes for which you collect, hold, use, share and disclose confidential information.
- how children, young people and other family members will be notified about how their information may be used (and shared).
- if working directly with perpetrators, how you will communicate the change to the laws about consent not required to share information.
- descriptions on:
  - o what type(s) of information will be collected
  - o when information will and will not be shared
  - o how to record information received under the Information Sharing Schemes
  - o how to identify and manage a conflict of interest.
- how an individual may access and/or correct their personal information.
- how your organisation will securely store and dispose of information in accordance with legal requirements.
- how you will respond to breaches of privacy.
- complaints policies to ensure they address the Information Sharing Schemes including:
  - o how an individual may make a complaint if they believe their privacy has been breached
  - o timelines for managing complaints
  - o details about documenting complaints and resolution processes.

Update record keeping obligations in line with the Regulations:

☐ manuals[3]

☐ training manuals

☐ existing record keeping systems or processes.

4. Assess training needs

Information Sharing

☐ Identify staff to undertake **organisational policy and leadership (leaders)** training[4].

☐ Identify staff to undertake **information sharing (sharers)** training[5].

☐ Ensure priority staff register for relevant training sessions and all relevant staff undertake online training sessions from 8 October 2018 onwards (www.infosharing.vic.gov.au)

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[3] For example, induction manuals, service information, practice manuals.

[4] These should be organisational leaders who are accountable for ensuring their organisation complies with the Information Sharing Schemes, and will make changes to the organisational policies, procedures, guidelines processes and forms, accordingly. These organisational leaders will be accountable for information sharers and expert advisors, and may also need to share information or approve the release of information, in line with your organisation's policy. They will have a central role in supporting the introduction of the Information Sharing Schemes to their organisation and sectors, and will ensure its sustainability over the long term.

[5] These should be professionals in prescribed organisations and services who require a detailed, operational understanding of the Information Sharing Schemes because they:
- work directly with clients, and will share information regularly during daily work practices
- are team leaders who supervise client-facing professionals, and will be required to advise on information sharing practices within their organisation.

5. Other

☐ Identify or establish governance structures within your organisation to oversee these reforms.

☐ Identify existing partnerships and networks across your local area to promote collaboration.

☐ Identify opportunities for new partnerships with other ISEs in your local area.

6. More information

Website

www.infosharing.vic.gov.au

Family Violence Information Sharing Scheme and MARAM

Email: infosharing@familysafety.vic.gov.au

Child Information Sharing Scheme

Email: childinfosharing@edumail.vic.gov.au