

Tips for information sharing record keeping

Child and Family Violence Information Sharing Schemes

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.

ISEs can choose how they will meet their record keeping obligations, which might include written or online cases notes, specific record keeping forms or IT solutions, depending on the needs and requirements of your organisation or service. Example record keeping forms for both Schemes can be found [here](#) ¹.

When you receive a request to share information

You must record:

- the ISE that requested the information
- the date of the request.
- if refusing a request, the request and the reason why it was refused².


When you share information (either voluntarily or on request)

You should:

- know what scheme you are sharing under – FVISS, CISS or both³.
- know and record who information is being shared about (see next page)⁴.
- record how the threshold for sharing was met⁵.

You must record:

- the information that was disclosed.
- the date on which the information was disclosed.
- relevant risk assessments or safety plans that have been prepared for a person at risk of family violence.

 You do not need to record any other information when sharing about perpetrators and alleged perpetrators.

¹ This is a record keeping tip sheet only. For comprehensive advice on record keeping review the [Family Violence Information Sharing Guidelines: Guidance for Information Sharing Entities](#) and the [Child Information Sharing Scheme Ministerial Guidelines: Guidance for information sharing entities](#).

² You should advise the requestor in writing about why you have refused their request for information.

³ This will help determine what information you need to record.

⁴ This will help determine what information you need to record.

⁵ Refer to the [Family Violence Information Sharing Guidelines: Guidance for Information Sharing Entities](#) and [Child Information Sharing Scheme Ministerial Guidelines: Guidance for information sharing entities](#).

When sharing under FVISS

Consider whether you are sharing about this person as:

- a perpetrator
- an alleged perpetrator
- an adolescent that uses violence
- an adult victim survivor
- a child victim survivor
- a third party
- any person where the victim survivor is a child.

When sharing under CISS

Consider whether you are sharing about:

- a child
- a relevant family member of that child
- any other person, in order to promote the child's wellbeing or safety.

If sharing about:

- adult victim survivors of family violence or third parties under FVISS (where a child is at risk)
- a child's parent under CISS
- child victim survivors of family violence, or
- any child in order to promote their wellbeing or safety

You must also:

- record whether you sought their views⁶ about sharing their information⁷.
- if their views were not sought, record the reason why.
- record if they were informed that their information was disclosed⁸.

If sharing about:

- adult victim survivors of family violence (where no child is at risk), or
- third parties (where no child is at risk)

You must also:

- record whether information was shared with consent and whether the consent was written, verbal or implied⁹.
- if the information was shared without consent, record the reason why¹⁰.
- if the information was shared without consent, record if the person was informed that their information was shared without consent¹¹.

More information

Website - www.infosharing.vic.gov.au

FVISS and MARAM email - infosharing@familysafety.vic.gov.au

CISS email - childinfosharing@edumail.vic.gov.au

⁶ Including the child and/or their parent depending on the child's capacity when sharing about the child.

⁷ You may also want to keep records of their views as this might inform steps you take to address their concerns.

⁸ If the person was not informed you may also want to record the reason why that person was not informed as it could be relevant to future practice.

⁹ You may also want to keep records of the consent.

¹⁰ Where no child is at risk, information can be shared about an adult victim survivor or third party under the FVISS when it is necessary to lessen or prevent a serious threat to the life, health, safety or welfare of an individual.

¹¹ If the person was not informed you may also want to record the reason why that person was not informed as it could be relevant to future practice and inform ongoing assessment and management of family violence risk.