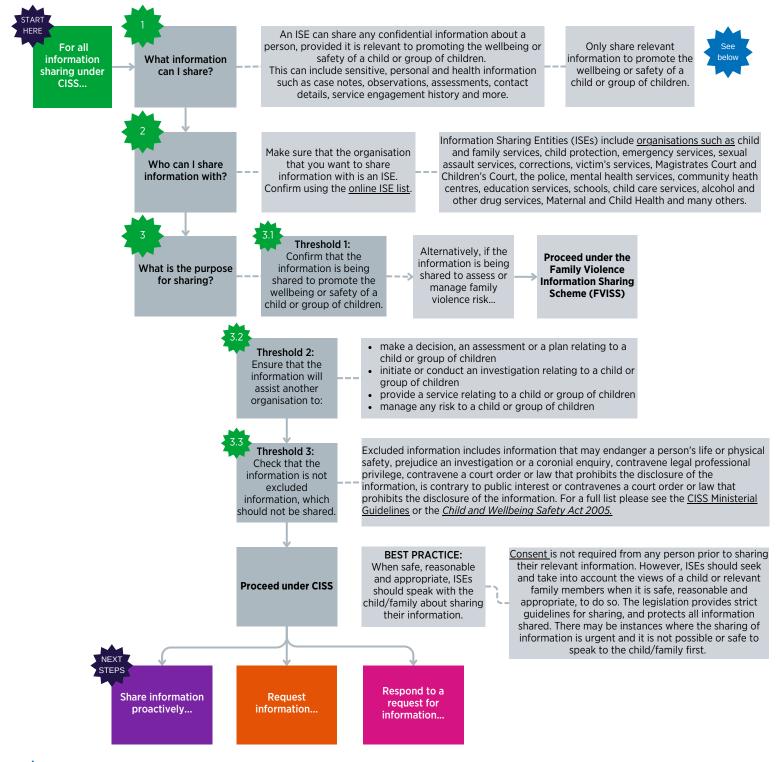
# **Child Information Sharing Scheme**

### Steps to ensure information can be shared under CISS

This flowchart was informed by CISS resources produced by the Department of Education and Department of Families, Fairness and Housing.

For more information or assistance with CISS, visit the <u>CISS homepage</u> or Phone: 1800 549 646 Email: CISandFVIS@education.vic.gov.au



See here

Promotion of a child or children's wellbeing ensures children experience not just the absence of harm or risks of harm, but also thrive in environments that nurture their physical, emotional, and social development. Wellbeing and safety are not defined concepts under the Scheme. Safety is concerned with protecting children from risks of harm or incidents of harm. The concept of wellbeing is broader than safety and requires more than the absence of harm or risks of harm. Read more about wellbeing and safety <u>here</u>.

A range of existing frameworks provide guidance about how to understand child wellbeing and safety, such as the <u>Best Interest Framework for</u> <u>Vulnerable Children and Youth</u> and <u>Child Safe Standards</u>.

## <u>Record keeping</u> checklist...

### Compulsory (for all information sharing under CISS):

- the information that was shared
- the date on which the information was shared •
- whom the information was shared with •
- whether you sought the views of the child or their parent about sharing their information ٠
- if their views were not sought, record the reason why ٠
- if they were informed that their information was shared •
- what scheme you are sharing under (CISS, FVISS or both)
- who information is being shared about
- record how the threshold for sharing was met •

#### Recommended:

what steps you took to address any concerns from • the child or parent about sharing their information

- the ISE that requested the information if the person was not informed, you may also want
  - the information that was requested
- if refusing a request, the request and the reason why it was refused

Compulsory (when responding to a request

the date of the request

only):

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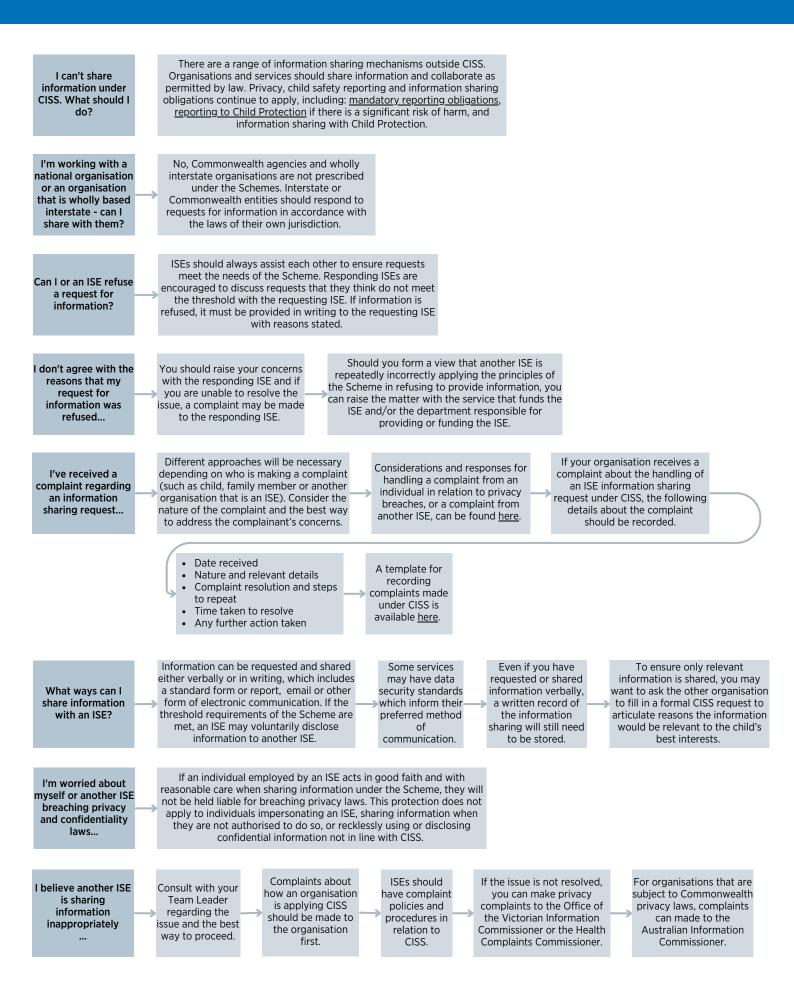
- to record the reason why that person was not informed as it could be relevant to future practice. • similarly, you may want to keep records of the
- consent

The CFECFW Pilot Program was supported by the Victorian Government under the Child Information Sharing Capacity Building Grants Program



## **Child Information Sharing Scheme**

## Troubleshooting guide



The CFECFW Pilot Program was supported by the Victorian Government under the Child Information Sharing Capacity Building Grants Program

