

Child Information Sharing Scheme resource directory

Please note links were current in April 2024. If they are no longer working, try searching online for the other documents or webpages.

General CISS information	
Child Information Sharing Scheme Ministerial Guidelines	The Ministerial Guidelines explain how prescribed information sharing entities should handle information responsibly, safely, and appropriately under CISS.
Information sharing and MARAM reforms	Contains information about the reforms, links to training, FAQs and information sharing guides, templates, and tools.
Child Information Sharing Scheme	Information for parents and carers, authorised professionals and people of Aboriginal and/or Torres Strait Islander origin.
Frequently asked questions about information sharing and MARAM	FAQs providing information and responses to common questions from information sharing entities (ISEs) about CISS, FVISS and MARAM.
Child Information Sharing Scheme summary	One page summary of CISS - the who, why, what, when of CISS and guiding legislative principles.
ISE List	Searchable online database with contact details for all ISEs.
How do the information sharing schemes work together?	One page summary of how CISS and FVISS work together and when each scheme applies.
Decision tree: Can I share information under the Child Information Sharing Scheme (CISS)?	Tool to help determine whether information can be shared under CISS in your scenario.
Decision tree: Can I share information under the Family Violence Information Sharing Scheme (FVISS)?	Tool to help determine whether information can be shared under FVISS in your scenario.

Record keeping, complaints and email templates

<u>Tips for information sharing record keeping</u>	Details the record keeping obligations under CISS and FVISS.
<u>Information sharing complaints</u>	This document explains the types of complaints an ISE might receive, updating complaints policies and procedures and complaint record keeping.
<u>Emailing template for declining a request under CISS</u>	Instructions for what to include in an email when declining a CISS request.
<u>Emailing template for making or responding to a request and proactively sharing information under CISS</u>	Instructions for what to include in an email to request information, proactively share information or respond to a request for information.
<u>Template for recording complaints made under CISS and/or FVISS</u>	Suggestions and example for how to record a complaint received when using CISS.

Explaining information sharing to children, young people, parents and carers

<u>Child Information Sharing Information for families, carers, children and young people</u>	CISS information, resources, and an explanation of rights for families, carers, children, and young people.
<u>Child Information Sharing Information for families, carers, children and young people</u>	CISS information, resources, and an explanation of rights for families, carers, children, and young people.
<u>Tips for a conversation with a child and/or their parent about information sharing</u>	Conversation prompts to discuss CISS and FVISS with children and parents including general information, consent, providing reassurance, and promoting understanding.
<u>Child Information Sharing Flyer</u>	A short document that can be provided to carers, alongside your explanation, in helping them to understand what CISS is about.
<u>Child Information Sharing Factsheet</u>	A detailed user-friendly flyer, including a case example of the use of CISS, that can be provided to caregivers, alongside your conversation of CISS with them.
<u>Child Information Sharing Flyer (Indigenous)</u>	A one-page flyer that can help a practitioner explain CISS to carers, and one that they can take away with them.
<u>Child Information Sharing Factsheet (Indigenous)</u>	This factsheet is helpful when explaining CISS to First Nations carers, or to carers of First Nations children.

<u>Child Information Sharing Factsheets in 20 community languages</u>	These resources support conversations with families, carers, children and young people from culturally and linguistically diverse (CALD) backgrounds.
Understanding wellbeing	
<u>Understanding child wellbeing</u>	Elaboration of how CISS helps promote child wellbeing and safety, including factors that can impact wellbeing.
<u>SAFER children framework guide</u>	Link to the SAFER children framework and risk assessment approach.
<u>Best interests case practice model</u>	Collection of publications and practice resources concerning the best interests case practice model, for further reading as required.
Case studies	
<u>Scenario 1 Applying the scheme - requesting information</u>	This is a case study about making a request for information, sharing information about people with disabilities, wellbeing and safety, seeking the views of children and families, maintaining engagement with children and young people, and record keeping.
<u>Scenario 2 Applying the scheme - responding to a request</u>	This is a case study about responding to a request for information, sharing information about Aboriginal people, wellbeing and safety, seeking the views of children and families, maintaining engagement with children and young people, and record keeping.

For more information, contact the information sharing enquiry line.

Phone: 1800 549 646 (Monday to Friday, 9am to 5pm)

Email: CISandFVIS@education.vic.gov.au

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