

Using CISS with Child Protection

Information sheet

Child Protection primarily shares information (to request, receive, or disclose) under the Children, Youth and Families Act 2005 (CYFA). There are some circumstances where you may need to share information with Child Protection and this is not covered by the CYFA. These circumstances include:

- (i) the sharing of historical information in closed Child Protection cases, or
- (ii) where the wellbeing or safety of other children, not subject to an open investigation, is to be assessed alongside an open Child Protection case. Provided that the other child or children are not in need of protection and do not need a referral to The Orange Door, the identified information can be shared proactively by Child Protection or in response to a request.¹ An example might be a sibling group or other child(ren) who could potentially be exposed to a person under investigation.

In these instances, relevant information can be shared under the Child Information Sharing Scheme (CISS) to promote the wellbeing and safety of a child or group of children, provided the three-part threshold test is also satisfied.

Using CISS, contact the Child Protection case worker if known. In situations where the existing case worker is not known, or the information relates to a closed case, then a form may be submitted officially requesting that information be shared. This a link to the [online form](#) to request for the information to be shared.²



Child Protection refusing a request under CISS

Requests for information may be refused if the information is deemed to be excluded information, or if the CISS threshold test is not met. It is possible that part of the request may be refused but not all. If a request, or part of a request, is refused, the request and reason for refusal will be recorded in the Child Protection client file and the requesting ISE will be provided with the reasons for refusal in writing.³



Inappropriate sharing of information

All prescribed practitioners are expected to be aware of and carry out information sharing under CISS in line with their responsibilities. It is vital that information is handled with care, this includes only providing relevant information, and making sure only the relevant people have access to it.⁴

As a practitioner, if you have encountered the inappropriate or irrelevant sharing of information, please speak to your team leader and discuss providing feedback or lodging a complaint.

Using CISS with Child Protection

Information sheet

- [1] Department of Families, Fairness and Housing (2018) Child Information Sharing Scheme and Child Protection, CP Manual, accessed 25 October 2023. <<https://www.cpmanual.vic.gov.au/our-approach/information-sharing/child-information-sharing-scheme-and-child-protection>>
- [2] Department of Families, Fairness and Housing (2023) Information Sharing, Service Providers, accessed 25 October 2023. <<https://providers.dffh.vic.gov.au/information-sharing>>
- [3] Department of Families, Fairness and Housing (2018) Child Information Sharing Scheme and Child Protection, CP Manual, accessed 25 October 2023. <<https://www.cpmanual.vic.gov.au/our-approach/information-sharing/child-information-sharing-scheme-and-child-protection>>
- [4] Department of Families, Fairness and Housing (2020) Information sharing in child protection practice, CP Manual, accessed 25 October 2023. <<https://www.cpmanual.vic.gov.au/our-approach/information-sharing/information-sharing-child-protection-practice>>

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

