Record keeping checklist

Schools and services **must** ensure that any copies of this form and the information in this form are stored in a secure location that can only be accessed by school and service leaders, and authorised staff.

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| If you are sharing information | |
| **Prompting Question** | **Response** |
| Are you sharing information with an ISE? | **CISS (ISE ONLY)** |
| Yes, it has been confirmed. |
| **FVISS (ISE OR RAE)** |
| Yes, it has been confirmed. |
| Who are you sharing information about? | **CISS** |
| A child  A relevant family member of that child  Any other person, to promote the child’s wellbeing or safety |
| **FVISS** |
| A perpetrator  An alleged perpetrator  An adolescent using, or at risk of using, family violence  An adult victim survivor  A child victim survivor  A third party |
| Which scheme are you sharing under? | CISS |
| FVISS |
| Both CISS and FVISS |
| Have the requirements for sharing been met? | **CISS** |
| To promote safety or wellbeing  To inform an action  Not excluded information |
| **FVISS** |
| To assess or protect from risk  Applicable consent requirements met  Not excluded information |
| Have you recorded the details of the information shared? | Who it was about  The date  The ISE it was shared with  Any risk assessments or safety plans that have been prepared for a person at risk of family violence  NB: You do not need to record any other information when sharing about perpetrators or alleged perpetrators |
| Did you seek their views about sharing their information? | **CISS** |
| Yes. Briefly detail as per the templates for responding or sharing under CISS or FVISS.  No. |
| Did you seek consent before sharing their information? | **FVISS** |
| Did you seek the consent of adult victim survivors of family violence where no children are at risk? |
| Was the information shared? | By you |
| By the other ISE  If no: Record the reason why if the request was refused |

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| Complaints | | |
| **Prompting Question** | **Response** | |
| Do **you** have a complaint about another ISE?  Yes  No  OR | Date received |  |
| Nature of the complaint |  |
| Action taken for resolution |  |
| Does **an individual** have a complaint about conduct by an ISE under the Schemes?  Yes  No | Time taken for resolution |  |
| Action taken to prevent the issue from occurring |  |
| Further action if required |  |

An organisation must be an ISE to request, share or receive information under CISS. If you are unsure about the ISE status of an organisation, visit the **ISE List** <[iselist.www.vic.gov.au/ise/list/](https://iselist.www.vic.gov.au/ise/list/)>.

This template is an extract from the *Information Sharing and Family Violence Reforms – Guidance and Tools* <[www.vic.gov.au/information-sharing-guidance-and-tools](http://www.vic.gov.au/information-sharing-guidance-and-tools)>, published by the Department of Education.