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| Example record keeping form |
| Child Information Sharing Schemes (CISS) |

# Section 1

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| Are you responding to an information sharing request? | Yes  No, I am sharing voluntarily - *go to section 2* |
| What was the date of the request? *Required* | Click or tap here to enter text. |
| Which information sharing entity (ISE) requested the confidential information? *Required* | Click or tap here to enter text. |
| Are you sharing the confidential information requested? | Yes – *go to section 2*  No |
| What confidential information did the ISE request? *Required* | Click or tap here to enter text. |
| Why did you refuse the request? *Required* | Click or tap here to enter text. |
| What date did you advise the requesting ISE in writing of your refusal? | Click or tap here to enter text. |

# Section 2

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| What date did you share the confidential information? *Required* | Click or tap here to enter text. |
| Which ISE received the confidential information? *Required* | Click or tap here to enter text. |
| Whose confidential information did you share (may be multiple people)? | Click or tap here to enter text. |
| Did you seek the views of the people you listed? If no for any person, record why. *Required* | Click or tap here to enter text. |
| Did you advise the people listed that their information was disclosed? *Required* | Click or tap here to enter text. |
| Provide details of the confidential information you shared. *Required* *You should include how you met the threshold for sharing:*   1. *You are disclosing information for the purpose of promoting the wellbeing or safety of a child or group of children.* 2. *You reasonably believe sharing the information may assist the receiving ISE (regarding a child or group of children) to make a decision, assessment or plan; initiate or conduct an investigation; provide a service; or manage any risk; and* 3. *The information you are disclosing is not known to be excluded information and is not restricted from sharing by another law.* | Click or tap here to enter text. |
| Have you attached a copy of any family violence risk assessments or safety plans for a child or relevant family member? *Required where they exist.* | Yes  N/A |
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