Example Record Keeping Form

Who did you share information about? (tick all that apply)

 Perpetrator  Alleged Perpetrator  Adult Victim Survivor  Child Victim Survivor  Adult Third Party

(under 18 years)

Date the information was disclosed (DD/MM/YYYY)

Which organisation was the information disclosed to?

Please attach: - a record of the information that was disclosed

- a family violence risk assessment or safety plan for the victim survivor or member of their family (if made by your organisation).

**Requested information**

Was this information shared in response to a request?  Yes  No

If **yes**, what was the date of the request (DD/MM/YYYY)

If **yes**, what information was requested?

**Information shared about an adult victim survivor or third party (where no child is at risk)**

Was this information shared with consent?  Yes  No

If **yes**, please attach record of consent?

If **no**, what is the reason why information was shared without consent (i.e. serious threat)

**Information shared about an adult victim survivor or third party to assess or manage risk to a child victim survivor**

If **no,** did you seek the views of the adult victim survivor/third party?  Yes  No

If **no**, why were the views of the adult victim survivor/third party not sought?

Was the adult victim survivor/third party informed that their information was disclosed?  Yes  No

**Information shared about a child victim survivor (under 18 years)**

Did you seek the views of the child/young person (under 18) or their

parent (who is not a perpetrator or alleged perpetrator) about sharing  Yes  No

their information?

If **no**, why were the views of the child/young person or their parent not sought?

Was the child/young person or their parent informed  Yes  No

that their information was disclosed?