Information sharing and MARAM implementation checklist

ROLES AND RESPONSIBILITIES

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| Key tasks | Action | Person | Timeline |
| Work with your existing wellbeing and safety leads or key contacts to support implementation of information sharing reforms.  |       |       |       |
| Identify staff with responsibility for information sharing, and MARAM nominated staff. Consider staff members with qualiﬁcations, training, experience, or a role related to wellbeing. |       |       |       |
| Identify role(s) to be the initial point of contact for information sharing requests from Information Sharing Entities (ISEs). |       |       |       |
| Identify ISEs that currently have a relationship with the school or service. |       |       |       |
| Map stakeholders, current networks in your community and ISEs, including Risk Assessment Entities (RAEs). |       |       |       |

AWARENESS AND CAPABILITY

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| Key tasks | Action | Person | Timeline |
| Ensure the leadership team has briefed all staff on their commitment to implementing the Reforms. Develop a culture that supports information sharing, MARAM and ongoing collaboration within and outside the organisation. |       |       |       |
| Ensure all staff have a shared understanding of wellbeing and safety, and are aware of their responsibilities to identify and respond to family violence. |       |       |       |
| Ensure all staff read appropriate guidance and support materials, including the relevant sections of this resource. |       |       |       |

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| Key tasks (continued) | Action | Person | Timeline |
| Ensure all staff understand that the PROTECT Four Critical Actions and mandatory reporting still apply when family violence is identified. |       |       |       |
| Ensure all staff responsible for information sharing, and MARAM nominated staff, complete relevant DE training. |       |       |       |
| Ensure the community are aware of and have access to the CISS Information for families, carers, children and young people <[www.vic.gov.au/child-information-sharing-parents-and-families](http://www.vic.gov.au/child-information-sharing-parents-and-families)> and Aboriginal communities <[www.vic.gov.au/child-information-sharing-aboriginal-and-torres-strait-islander](http://www.vic.gov.au/child-information-sharing-aboriginal-and-torres-strait-islander)> |       |       |       |

POLICIES AND PROCEDURES

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| Key tasks | Action | Person | Timeline |
| Update or develop organisational policies and procedures to align with information sharing and MARAM. Government schools can view the Child and Family Violence Information Sharing Schemes Policy <[www2.education.vic.gov.au/pal/information-sharing-schemes/policy](http://www2.education.vic.gov.au/pal/information-sharing-schemes/policy)>.\*  |       |       |       |
| Review current processes for sharing information with families and organisations, including managing family violence risk. |       |       |       |
| Update staff onboarding processes to ensure relevant staff are trained. |       |       |       |

SYSTEMS AND TECHNOLOGY

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| Key tasks | Action | Person | Timeline |
| Ensure current record keeping systems meet the record keeping requirements of the Reforms. |       |       |       |

\* Catholic and independent schools may also refer to this policy for guidance.

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

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.