

## EXAMPLE 2

# Proactively sharing information in a school setting

This example covers:

- proactively sharing information
- meeting thresholds
- considering views and wishes
- recording information.

### Background

- For the past 4 months Jack and his family have been working with Klara, a mental health worker at the local community health centre, to understand and manage Jack's behavioural issues.
- Klara has no concerns about family violence or any other safety issues.
- Jack is also a student at Parks Primary School. Klara would like to request and share information with Jack's teacher, to help them both support Jack's behavioural progress and emotional regulation. Klara knows that schools have ISE status under CISS.

### Applying information sharing

- Klara talks with Jack and his family about proactively sharing information about Jack with his school and her reasons for doing so. Jack's parents express some privacy concerns that Klara documents, and she lets them know that she has decided to share the information in the interest of Jack's wellbeing.
- Klara contacts the school and speaks with the office manager who is the school's initial point of contact for information sharing. She tells Klara she will pass on her details to Simeon, the student wellbeing officer who is authorised to share information and has undertaken training.

- Simeon confirms the community health service is an ISE and calls Klara and talks through what she proposes to share. They also discuss Jack and his family's views about sharing his information.
- Simeon determines the threshold for sharing has been met and documents the request, noting the views and wishes of Jack and his family. He then discusses the request with Jack and his family before deciding to share the information to promote Jack's wellbeing.
- Klara shares Jack's behaviour management strategy with Sue, Jack's teacher, who also shares her observations with Klara about Jack's behaviour and progress at school.
- Both document the information they have exchanged and ensure that it is stored securely. They agree to stay in touch as required.

**What needs to be recorded when information is shared under CISS and FVISS?**

If the school proactively shares information, then, by regulation, they must record:

- the confidential information shared
- the date it was shared
- the ISE the information was shared with
- whether the views and wishes of the child or a family member were sought and obtained, and, if not, the reason why
- whether the child or family member was informed that information was/would be shared
- copies of any of the following documents that are relevant to the sharing of information.

The following information should be recorded as best practice:

- how the three-part threshold test was met
- what the views of the child and/or relevant family member were about sharing
- if the child and/or parent was not notified that their information was or would be shared and the reason why.

