**Template for sharing information under CISS**

This template can be used by ISEs to request information or proactively share information.

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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| **Requesting information about** | | **ISE** | |
| Date of birth: |  | Date: |  |
| Name: |  | ISE name: |  |
| Address: |  | Contact person: |  |
| Position title: |  |
| Child  Family member of child  Third party | | Email: |  |
| Phone: |  |
| Purpose of sharing (tick all that apply) | | | |
| To promote the wellbeing or safety of a child or group of children  To make a decision, assessment, or plan relating to a child or group of children  To initiate or conduct an investigation relating to a child or group of children  To provide a service relating to a child or group of children  To manage risk to a child or group of children | | | |
| Seeking and taking views into account | | | |
| **Were the views of the child/family member sought?** | | | |
| Yes. Briefly detail whose views were sought and what the views were. | | No. Briefly detail why. | |
|  | |  | |
| Excluded information | | | |
| **Is the information excluded information?** | | Yes. You must review your request and revise your submission to remove excluded information before proceeding | |
| No | |

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** <[www.vic.gov.au/ise-list-search](http://www.vic.gov.au/ise-list-search)>.

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.