**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.