**Template for sharing information under FVISS**

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

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

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| ISE sharing information |
| Date: |       | Position title: |       |
| ISE name: |       | Email: |       |
| Contact person: |       | Phone: |       |
| Requesting/Sharing information about |
| Name: |       | Date of birth: |       |
| Address: |       |
| [ ]  Child victim survivor [ ]  Adult victim survivor[ ]  Adolescent using or at risk of using family violence | [ ]  Third party[ ]  Perpetrator[ ]  Alleged perpetrator |
| Purpose of sharing |
| [ ]  Family violence assessment purpose | [ ]  Family violence management purpose |
| ****Seeking and taking views into account**** |
| **Were the views of the child or family member (non-perpetrator) sought?** |
| [ ]  Yes. Briefly detail whose views were sought and what the views were. | [ ]  No. Briefly detail why. |
|       |       |
| Additional information |
| **Are you sharing confidential information about an adult victim survivor or third party?** | [ ]  Yes |
| [ ]  No |
| **If yes, was consent obtained to share information about the adult victim survivor or third party?** |
| [ ]  Yes, written, verbal or implied. ISEs are encouraged to obtain express written or verbal consent where it is reasonable, safe and appropriate to do so. | [ ]  No. There is a serious threat to an individual’s life, health, safety or welfare. |
| [ ]  No. The disclosure is relevant to assessing or managing family violence risk to a child victim survivor (under 18 years). |
| 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 or RAE to request, share or receive information under FVISS. If you are unsure about the ISE status of an organisation, visit the **ISE List**<[www.vic.gov.au/ise-list-search](https://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.