**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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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.