

Child Information Sharing Scheme (CISS)

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Acknowledgement of Country

The Centre for Excellence in Child and Family Welfare would like to acknowledge and pay respect to the past, present, and emerging traditional custodians and Elders of this country on which we work.

The Centre also acknowledges the injustices and trauma suffered as a result of European settlement, the stolen generations, and other policies such as the forced removal of children from their families, communities, culture and land. We respect the resilience of the Aboriginal and Torres Strait Islander community in the face of this trauma and respect their right to, and aspiration for, self-determination and empowerment.

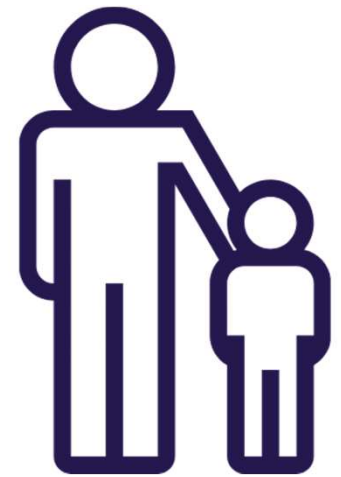
2 March, 2023



Today's session:

The focus of this session is to assist in developing an understanding of:

- MARAM and the Information Sharing Schemes as a shared responsibility across sectors
- Understanding your role and responsibilities under the Information Sharing Schemes
- Responding to and making an information sharing request
- Good record keeping practices



MARAM and the Information Sharing Schemes

Multi-Agency Risk Assessment &
Management Framework (MARAM)



Family Violence
Information Sharing
Scheme (FVISS)



Child Information
Sharing Scheme
(CISS)

Child Information Sharing Scheme (CISS)

- Part 6A of the Child Wellbeing and Safety Act 2005
- Enables prescribed Information Sharing Entities (ISEs) to share information with each other to promote broader wellbeing and safety of a child or a group of children
- Gives precedence to the wellbeing and safety of children over the right to privacy



A shared responsibility

- A shared responsibility for child wellbeing and safety
- Collaborate, contribute to coordination, and consult by sharing information with other services
- Makes it easier to identify wellbeing and safety needs earlier and act on them sooner



Sharing information under CISS

WHO can share information?

WHY can you share information?

WHAT information can you share?

WHEN should information be shared?



CISS in Action: About Felix

Name: Felix

Age: 15

Education: High School (Y9)

Family Status: Separated
parents

Lives with mother (Jayde) and
maternal grandmother

Health: Difficulty with emotional
(CISS) regulation

Self-injurious behaviour



HISTORY

- Felix was 5 when his parents separated due to family violence perpetrated by Felix's father, which included verbal and physical abuse directed towards his mother, Jayde.
- Prior to and during her separation with Felix's father, Jayde was supported by a local family violence service.
- Felix initially started to show behaviours of concern including shouting at Jayde, as well as his teachers and peers while at school.
- He has also exhibited self-injurious behaviour (hair-pulling and hitting themselves) and often leaves rooms unexpectedly.
- Felix has started to disengage from school.

CISS in Action: Current Situation

- As Felix has started to spend more time at home due to not attending school, he has started to play video games more frequently.
- On one occasion, when Jayde asked Felix to stop playing video games and put away his computer in preparation for bed, Felix became upset and started to hit himself in the leg. Jayde tried to soothe Felix by telling him he can play his games tomorrow, however, this further upset Felix and he started to shout and throw things at Jayde.
- Since the initial incident over Felix's computer, there have been several more incidents of Felix screaming at Jayde when it's time to turn off the computer, with Jayde threatening to turn off the modem on multiple occasions. These incidents have increased in frequency and severity with Felix threatening that he will smash Jayde's phone or other belongings.
- During one incident Felix pushed Jayde away from the modem which caused her to fall and hit her head against the corner of the table.
- Christine witnessed this incident and called Police who made an L17 report. The L17 was then used as a referral pathway for Felix and Jayde to engage with a Youth and Family Support Program. It is noted that Felix's engagement with the program has been inconsistent.

CISS in Action: Considerations

- Can you make an information sharing request?
- Who can you make an information sharing request to and why?
- Can you pro-actively share information?
- Who should you seek consent from?
- What record keeping responsibilities do you have?

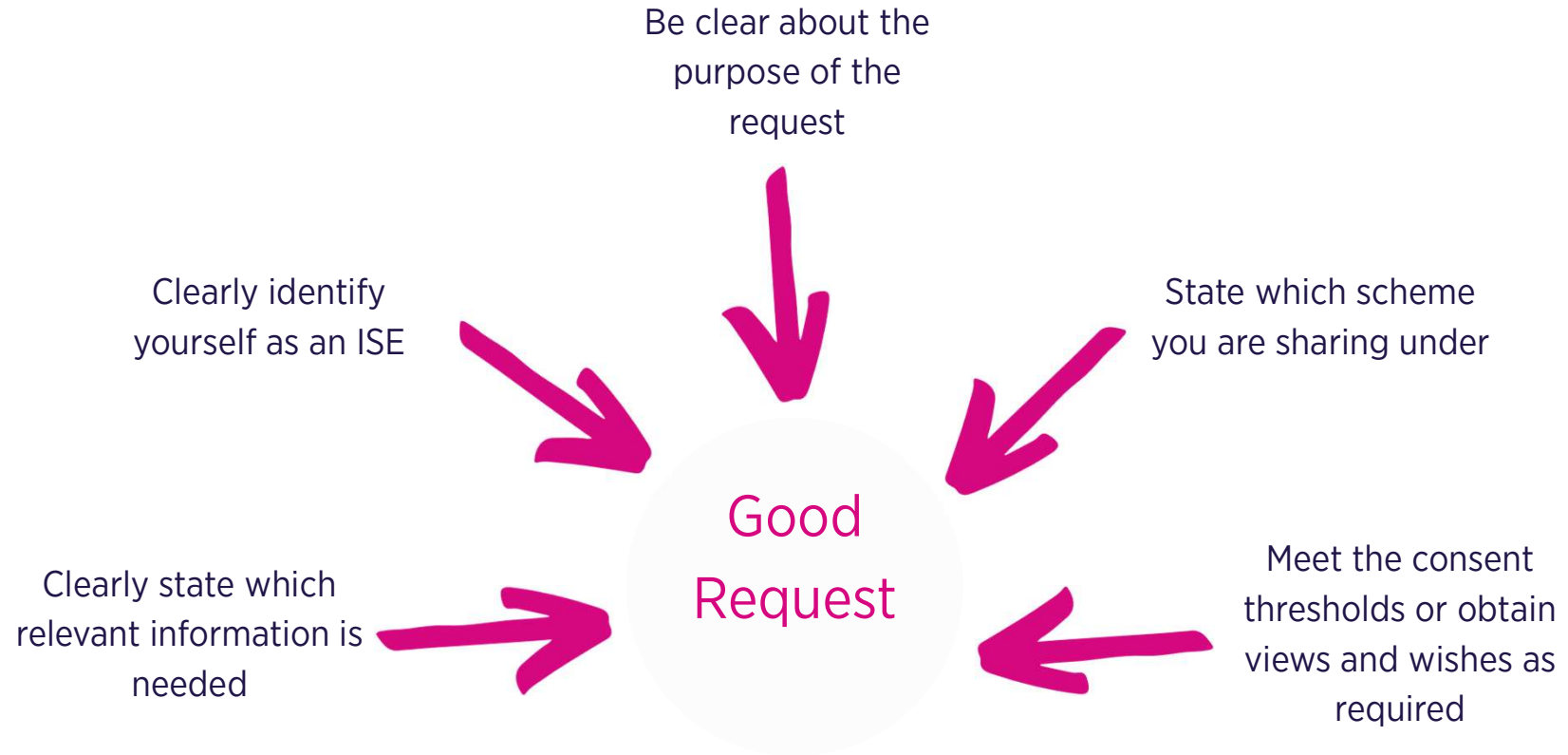


CISS in Action: Making a request

When making a request for information under CISS, you must make sure:

- You are prescribed as an ISE and that you are authorised to share for that purpose
- That you are requesting information from a prescribed ISE
- Your information request is for a permitted purpose under CISS
- You provide sufficient information to the organisation you are requesting information from
- You have documented the service you contacted and who you spoke with
- You have documented the information that was disclosed
- You only use the information for a purpose permitted by law
- If information is refused, record this refusal in writing and keep this refusal on file

Making a good request



CISS in Action: Responding to a request

When responding to a request for information under CISS, you must make sure:

- The person requesting information are prescribed as an ISE
- Their request for information is for a permitted purpose under CISS
- Prior to sharing the relevant information, make sure the information is not excluded information or that sharing it would not contravene another law
- Prior to sharing the relevant information, make sure you have sought and taken into account the views and wishes of children and family members about information sharing if appropriate, safe and reasonable to do so
- Document the entity that requested the information and who you spoke with
- Document the information that was shared
- If you refuse to share the information because it was exempt or applicable thresholds were not met, set out reasons for refusal in writing and provide this to the requesting ISE
- Document the method of sharing

What record keeping responsibilities do you have?

- Date information was shared
- ISE who requested information
- ISE receiving information
- The information requested
- The purpose of sharing & the relevance of information
- Whether the consent or views of the child, parent or carer were sought and obtained before the information was shared
 - If the views were not sought, why?
- Whether the child, parent or carer was notified that the information was shared
- The information that was disclosed
 - Was it excluded?
 - Would sharing it contravene another law?
- Copies of supporting documents

Key Takeaways

- Sharing information using the CISS can help provide wrap around support services through integrated service provision to children facing disadvantage, promote early identification of needs and risks, support making prompt and effective interventions, and improve outcomes to children and families.
- Appropriate and timely sharing of information amongst prescribed services and agencies is essential to promote the wellbeing and safety of children.



Resources

MARAM and Information Sharing Resource Hub (CFECFW)

Information Sharing Schemes:

- [Child Information Sharing Scheme and Family Violence Information Sharing Scheme Fact Sheet](#)
- [Information Sharing Entities \(ISE\) Online List](#)
- [Tips for Information Sharing Record Keeping](#)
- [Information Sheet: Working collaboratively with other professionals to improve the wellbeing and safety of common clients, especially children, young people and their families \(CFECFW\)](#)

Child Information Sharing Scheme (CISS):

- [Child Information Sharing Scheme Ministerial Guidelines](#)
- [Child Information Sharing Scheme Summary](#)
- [CISS Example Record Keeping Form \(direct .docx download\)](#)

Training

All training for the Information Sharing Schemes, in the form of online webinars and eLearning courses are accessed through the Information Sharing and MARAM Online Learning system. To enroll in this training, you will need to sign up and log in to the Learning Management System [here](#).

Thank you!

Join the conversation



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