

Documentation

What to document when you share information

You must document all actions you have taken under the [Family Violence Information Sharing Scheme](#) and/or the [Child Information Sharing Scheme](#). This also includes when you make a decision to *not* share information.

Which information should I document?

When sharing information under the FVISS and/or the CISS, you must document:

- The date of the request and the response
- The name of the [Information Sharing Entity](#) (ISE) you are sharing with, agency and contact person
- The type of information requested
- Under which information sharing scheme the information sharing was considered: the FVISS, the CISS, or both
- The purpose of sharing
- Whether you obtained consent, or sought the views of the parties (children, victim survivors, third parties). If not, why not?
- Whether you notified the parties that their information would be or has been released. If not, why not?
- The details of the information that was shared. Or, why was it excluded?
- The risk assessment or safety plan that has been made as a result of the information sharing
- The method of sharing

It is important to document all the steps you have taken throughout the information sharing process, even if you do not end up sharing the information. For example, your client may not give consent for information to be shared, which means that you cannot share information. You should make sure that you document the conversation with the client, and any relevant information about why consent was not given.

Record keeping requirements if a request is refused

You may decide not to share information based on your own judgment of the circumstances. For example, if you believe sharing will create increased risk, you are aware that the information is [excluded](#), or that no reasonable belief could be formed that family violence is occurring. It is important to document the reason for making your decision as such information could be requested by authorities in the future.