



CHILD AND FAMILY VIOLENCE INFORMATION SHARING SCHEMES PROCEDURE

1 INTRODUCTION

This Child and Family Violence Information Sharing Schemes Policy applies to Mary MacKillop Catholic Regional College (**MMCRC**) Leongatha, and all primary and secondary Catholic schools managed and operated by Diocese of Sale Catholic Education Limited (**DOSCEL**). This Policy also applies to the DOSCEL Secretariat.

DOSCEL is a not for profit organisation that carries on and promotes the charitable activities of the Diocese of Sale in connection with education, in particular to support and advance Catholic education through its operation of Schools.

2 PURPOSE

The purpose of this Procedure is to support DOSCEL employees engaged at MMCRC to request and share information under the Child Information Sharing Scheme (**CISS**) and Family Violence Information Sharing Scheme (**FVISS**) (together, **Information Sharing Schemes**).

3 BACKGROUND

The Information Sharing Schemes provide prescribed Information Sharing Entities (**ISEs**) with an expanded ability to share confidential information with other ISEs to promote the wellbeing or safety of children or to assess or manage family violence risk.

- DOSCEL employees engaged at MMCRC are prescribed ISEs for the purposes of the Information Sharing Schemes, and can therefore request and share information in accordance with those schemes.
- The Information Sharing Schemes complement existing obligations and frameworks.
- DOSCEL employees engaged at MMCRC must continue to comply with any existing obligations, such as obligations arising under the Child Safe Standards, mandatory reporting requirements, privacy or criminal law and the Reportable Conduct Scheme.
- ISEs must meet a range of requirements when using the Information Sharing Schemes to request and share information.
- This Policy is intended to assist DOSCEL employees engaged at MMCR to comply with their obligations under the Information Sharing Schemes.

4 PREPARING FOR THE INFORMATION SHARING SCHEMES

To prepare for the Information Sharing Schemes, DOSCEL employees engaged at MMCRC must do the following:

4.1 Identify Staff

The following DOSCEL employees engaged at MMCRC are responsible for making decisions under the Information Sharing Schemes about the sharing of confidential information on behalf of DOSCEL and requesting and sharing information under the schemes on behalf of DOSCEL:

- DOSCEL employees engaged at MMCRC, professionals nominated by the Principal (information sharers), who have completed the Professionals training. This can include the Principal themselves.
- In the DOSCEL Secretariat, professionals nominated by the Executive (information sharers), who have completed the Professionals training.

School principals must identify staff who will be responsible for making decisions under the Information Sharing Schemes about the sharing of confidential information on behalf of the School.

Before identifying a staff member as having responsibility for making decisions under the Information Sharing Schemes about the sharing of confidential information, the principal must be satisfied that the staff member:

- is an employee of or DOSCEL or is otherwise contracted by DOSCEL (other than on a voluntary basis)
- is sufficiently competent in the use of the Information Sharing Schemes and in the appropriate, sensitive and compliant management of confidential information — has appropriate skills, understanding and experience in the identification and management of student wellbeing or safety, and the appropriate and sensitive management of confidential information
- wherever possible, has regular engagement with students and families whose information may be shared or requested, and/or the children in whose interest information may be shared or requested.

Note: This point does not prohibit principals from identifying appropriate staff members who do not have direct contact with students and families. Appropriate professionals whom principals may identify as having responsibility for making decisions under the Information Sharing Schemes about the sharing of confidential information on behalf on the School include (but not limited to):

- wellbeing leaders
- teachers
- mental health in schools practitioners
- Psychologists employed by MMCRC or DOSCEL.

Professionals and other school connected roles who should not be identified as those who can make decisions under the Information Sharing Schemes and share confidential information on behalf of the School include:

- private psychologists
- non-staff members of the College Advisory Council
- school administration staff members
- volunteers.

The examples above do not limit who can perform other functions under the Information Sharing Schemes (for example, administration, or contributing relevant information to identified

school staff about students or their families, or having conversations with students and their family members about the sharing of their information).

4.2 Complete professional learning

DOSCEL employees engaged at MMCRC must ensure that any staff who are identified as having responsibility for making decisions under the Information Sharing Schemes about the sharing of confidential information on behalf of MMCRC and DOSCE undertake appropriate professional learning in relation to the operation and application of the Information Sharing Schemes.

The Department of Education and Training provides online access to a range of professional learning opportunities relating to the Information Sharing Schemes:

<https://www.vic.gov.au/training-for-information-sharing-and-maram>

A toolkit training resource is available to all Victorian schools and centre-based education and care services on the Department of Education and Training PROTECT website.

5 REVIEW

This Policy has been reviewed and ratified by the Principal

Implementation Date: September 2023

Reviewed:

Next Review Date: September 2025