

Victoria Police Manual

The Victoria Police Manual is issued under the authority of the Chief Commissioner in s.60, Victoria Police Act 2013. Non-compliance with or a departure from the Victoria Police Manual may be subject to management or disciplinary action. Employees must use the Code of Conduct – Professional and Ethical Standards to inform the decisions they make to support compliance.

Family violence and child information sharing

Context

To promote the wellbeing and safety of children and provide better protection from family violence, it is important that Victoria Police and other agencies have access to relevant information when assessing and managing risk.

The Family Violence Information Sharing (FVIS) scheme enables information sharing to support effective assessment and management of family violence risk. The timely sharing of relevant information supports information sharing entities (ISEs) to hold perpetrators to account and promote the safety of victim survivors of family violence.

The Child Information Sharing (CIS) scheme assists professionals and organisations to better perform their roles and responsibilities by expanding the circumstances in which they can share information to promote the wellbeing and safety of children.

In recognition of the necessity for services to provide a holistic response to the range of needs and risks experienced by children and families, the CIS scheme complements the FVIS scheme.

This policy provides clear guidelines for sharing information within the FVIS and CIS schemes to support members in delivering effective interventions for children and adults at risk.

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Definitions

Alleged perpetrator	A person who is alleged to pose a risk of committing family violence.
Child	A person who is under the age of 18 years, or An unborn child that is the subject of a report made under s.29 or a referral under s.32, <i>Children, Youth and Families Act 2005</i> (CYFA).
Excluded information	Information which may not be shared under the schemes (this includes s.144C, <i>Family Violence Protection Act 2008</i> (FVPA); s.41Q, <i>Child Wellbeing and Safety Act 2005</i> (CWSA)).
Inter-Agency Information Sharing Service (IISS)	The IISS is a team in the Police Enquiry and Data Sharing Department (PEDS) that responds to requests for information under the FVIS and CIS schemes. IISS is also responsible for maintaining mandatory record keeping for all requests made to Victoria Police under the schemes.
Information Sharing Entity (ISE)	An ISE is prescribed by regulation (an ISE can be a person or body prescribed, or a class of person or body prescribed).
Parent/guardian	A person who has responsibility for the long-term welfare of the child and has, in relation to the child, all the parental powers, rights and duties that are vested by law or custom in the guardianship of a child and a person with whom the child normally or regularly resides.
Perpetrator	Has the same meaning as a person of concern (s.144B, FVPA). A person is a perpetrator if an ISE reasonably believes that there is a risk that the person may commit family violence.
Protection purpose	The purpose of managing a risk of a person committing family violence or a person being subjected to family violence (including ongoing assessment of both).
Reasonable belief threshold	A reasonable belief requires the existence of facts that are sufficient to induce the belief in a reasonable person. Belief requires something more than suspicion.
Risk assessment entity (RAE)	A RAE is a certain ISE prescribed under the FVIS scheme that is authorised to request information for a family violence risk assessment purpose.
Risk assessment purpose	The purpose of establishing or assessing the risk of a person committing family violence or a person being subjected to family violence.
Third party	Has the same meaning as a linked person (s.144A, FVPA). Any person whose confidential information is relevant to a family violence risk assessment purpose or family violence protection purpose, other than a person who is a victim, a perpetrator or an alleged perpetrator.
Victim (victim survivor)	Has the same meaning as a primary person (s.144E, FVPA). A person is a victim if an ISE reasonably believes there is risk that the person may be subjected to family violence.

Scope and application

This policy is applicable to all Victoria Police employees.

Policy

Victoria Police is prescribed as an ISE and a RAE under the FVIS scheme. It is also prescribed as an ISE under the CIS scheme.

Part 5A, FVPA and Part 6A, CWSA provide the legislative framework for information to be shared between prescribed ISEs in order to:

- assess and manage family violence risk
- promote the wellbeing or safety of a child or group of children.

This policy:

- should be considered as additional to existing powers Victoria Police has to request and share information with external agencies. See **VPMP Information sharing** and the Protecting Children protocol between Department of Health and Human Services and Victoria Police. Victoria Police employees should consider which powers are most appropriate for the required purpose
- outlines Victoria Police requirements for information sharing under the FVIS and CIS schemes including the requirements that are unique to each scheme and the requirements that are common across the two schemes
- provides procedures for Victoria Police employees to share, request and record information. These procedures are consistent with both schemes, the *Family Violence Information Sharing Ministerial Guidelines* and *Child Information Sharing Ministerial Guidelines*.

Responsibilities and procedures

1. Principles

1.1 *Family Violence Information Sharing scheme*

The following principles underpin the FVIS scheme:

- safety first – a victim's right to be safe from family violence should take precedence over a perpetrator's right to privacy
- proportionality – relevant information should only be shared to the extent that it is necessary to assess and manage family violence risk
- collaboration – coordinate services in a manner that respects the functions and expertise of each prescribed ISE.

1.2 *Child Information Sharing Scheme*

The aim of the CIS scheme is to prioritise the safety and wellbeing of a child or group of children including preserving and promoting positive relationships between family members, having regard to the child's cultural identity and planning for the safety of all at risk family members. This requires employees to:

- only share confidential information to the extent necessary to promote the wellbeing or safety of a child or a group of children, consistent with the best interests of that child or those children
- work collaboratively in a manner that respects the functions and expertise of each prescribed ISE.

2. Victoria Police response

2.1 Standard information requests

- The IISS is responsible for actioning requests for information that do not require operational information; that is requests that require the extraction of LEAP information only. Employees who receive such requests should forward them to the IISS PBEA: INFORMATION SHARING CIS FVIS-MGR. Requests for operational information should be managed in accordance with section 2.2 of this policy.
- The IISS does not service requests for information from employees to ISEs.

2.2 Operational information requests

- Members must respond to information requests that require operational advice. For example, in instances where:
 - the nature of the request requires operational expertise
 - the request requires urgent operational advice
 - members are participating in active case management with external service providers.
- In such instances, members are responsible for sharing information with the requesting ISE (verbally or in writing), adhering to the mandatory requirements of each scheme (including record keeping, see section 12 of this policy).
- The Family Violence and Child Information Sharing Request [Form 1487] should be used by an ISE to make an information request. This will ensure that the relevant criteria for either scheme is met.
- Existing information sharing powers enabled under the CYFA continue to apply along with the CIS scheme. Members also have existing responsibilities and information sharing pathways under the Protecting Children protocols – see **VPMP Protecting children** for further information. If members are unsure which power (Act, protocol, scheme or policy) the request is being made under, ask for clarification from the requesting ISE.

3. Family Violence Information Sharing scheme

3.1 The purpose for sharing information

Information may be shared with an ISE for one of two purposes:

Risk Assessment purpose	Protection purpose
• Information can be shared with RAEs for a family violence risk assessment purpose. Employees can request information from any Family Violence ISE to assist in conducting a family violence risk assessment. • Risk assessment usually occurs in the initial stage of an intervention, when little might be factually known. During this stage, relevant information should assist in:	• Information can be requested or shared with any Family Violence ISE for a protection purpose, after a risk has already been established. Relevant information should assist in managing the risk of the perpetrator committing family violence, or the victim being subjected to family violence. For example: - managing the risk involves removing, reducing or preventing the escalation of risk

- identifying the perpetrator and victim (including children, when applicable) - establishing the level of risk that the perpetrator poses to the victim/s. • When sharing this information, employees do not need to hold a reasonable belief that the disclosure of information is necessary for a family violence risk assessment. Therefore, if employees believe that certain information is relevant and it is not excluded information (see section 9 of this policy), it can be shared. • Employees who request family violence risk assessment information can only use it for this purpose, unless otherwise permitted by law.	- recognising that risk is dynamic and can change over time, information can continue to be shared for the purposes of an ongoing risk assessment, as part of the protection stage. • Employees must hold a reasonable belief that the disclosure of information is necessary for a family violence protection purpose. Whether a belief is reasonable will depend on the circumstances, but will generally require the existence of facts beyond a mere suspicion. • Employees who request family violence protection information can only use it for this purpose, unless otherwise permitted by law.
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3.2 *Who can information be shared with/requested from?*

- Information can only be shared with ISEs that are prescribed for a particular purpose under the FVIS scheme.

Information sharing purpose	Entity permitted to request information	Entity permitted to share information
Risk assessment	RAE only	All ISEs
Protection	All ISEs	All ISEs

- Confirm that an agency is a Family Violence ISE by referring to the [current ISE list and contact emails](#) page. This page identifies whether an ISE is also a RAE.
- Victoria Police is a RAE so may share and request information for both purposes.
- Sharing of information with an entity that is not prescribed as an ISE under the FVIS scheme can only occur under other applicable laws, such as existing privacy law.
- Information can be shared with a victim in certain cases. See section 3.7 of this policy for detail.

3.3 *When is information authorised to be shared/requested?*

Information may be requested or shared once all of the following is confirmed:

- an agency is a prescribed Family Violence ISE (and RAE, if applicable)
- the purpose of the request is for family violence risk assessment (RAEs only) or protection (see section 3.1 of this policy)
- applicable consent requirements have been met (see section 3.5 of this policy)
- the requested information is not excluded (see section 9 of this policy).

3.4 *What type of information can be shared or requested?*

- Any information about a person that is relevant to assessing or managing (protection) family violence risk, provided that the sharing meets the FVIS scheme requirements and is not excluded information. This may include information from family violence safety notices, police applications for intervention orders, Family Violence Reports etc.
- To assist in determining what information is relevant, employees should refer to the Family Violence Multi-Agency Risk Assessment and Management (MARAM) Framework. Evidence-based risk factors are provided on pages 26 – 31 (Pillar 1) of the MARAM Framework. For more information on family violence risk, refer to **VPM Family violence**.
- Information that meets the FVIS scheme requirements and is not excluded information may be shared voluntarily (section 5 of this policy) either by:
 - providing additional information to what was requested, or
 - proactively without a request.
- Perpetrator information may be shared with a victim for the purpose of managing a risk of the perpetrator committing family violence (see section 3.7 of this policy).

3.5 *Consent requirements under FVIS scheme*

- Different consent obligations are placed on ISEs when sharing the information of the parties involved in family violence. It is important to note that for all parties, information may be shared without their consent in order to assess or manage the family violence risk to a child.
- Whether consent is express (verbal or in writing) or implied, it must be documented in accordance with section 12.2 of this policy.
- When a person is incapable of giving consent, an authorised representative may give consent on a person's behalf.
- If consent is refused or withdrawn, then information can only be shared in the circumstances provided below.

Consent is required when requesting information about:	Consent is not required when requesting information about:
Adult victim survivor Consent is required when requesting or sharing information. When sharing information, including from other sources, employees must verify the consent has been provided in each request.	Alleged perpetrator when requesting information from a RAE to establish or assess risk of committing family violence only information about alleged perpetrators can be requested or shared in the risk assessment stage. This is because at the protection stage, family violence risk should have already been established and an actual perpetrator and victim identified.
Third party	Perpetrator (including adolescents who use family violence)
	Child when requesting information to assess or manage risk of family violence to a child.

Exceptions to consent requirements

- Information may be requested about any party (including an adult victim survivor or third party) without their consent if one of the following exceptions apply:
 - the information will be used to assess or manage family violence risk to a child
 - third party information has been de-identified
 - there is a reasonable belief that the collection, use or disclosure of the confidential information is necessary to lessen or prevent a serious threat to an individual's life, health, safety or welfare
 - sharing the information is required or authorised by another law.

Who must obtain consent?

- When requesting Victoria Police information, it is the responsibility of the requesting ISE to obtain consent (where required) from the party. When requesting information from Victoria Police, the ISE must note whether consent has been obtained and this should form part of the decision to share the requested information.
- When requesting information from an ISE (where consent is required), the employee making the request must obtain consent from the party prior to making the request to the ISE.
- For further information about consent see **Chapter 9 Family Violence Information Sharing Ministerial Guidelines**.

Considerations when obtaining consent

- When victim information is shared, where appropriate, the victim should be notified that their information has been shared, even when consent is not required.
- In circumstances where the victim is a child, employees should obtain the view of the child and non-offending parent where it is deemed appropriate.
- Employees should also be aware of the sensitivities when sharing information about people from diverse communities and Aboriginal people. For further information see **Chapters 7 and 8 Family Violence Information Sharing Ministerial Guidelines**.

3.6 Privacy considerations

A person's privacy should only be overridden to the extent that is necessary to assess and manage family violence risk. If it is not necessary to share a person's information in an identifiable way, then information should only be shared in a de-identified manner to maintain that person's privacy.

3.7 Sharing information with the victim

- ISEs are permitted to share information with a victim if they reasonably believe it will assist the victim to manage their own safety or that of their children.
- However, sharing information with the victim is not mandatory and the appropriateness of sharing information should be considered against the circumstances of each situation.
- Employees sharing information with a victim must:
 - consider the effect the disclosure may have on the victim

- ensure that appropriate support is provided to the victim in order for them to manage their safety
- inform the victim that the information is shared with them only for the purpose of managing their safety
- inform the victim that they are not permitted to use the shared information for any other purpose (for example, posting the perpetrator's information on social media). Although victims are not subject to the offence provision under Part 5A, FVPA, they may be subject to offences under other legislation and civil claims such as an action for a defamation
- email a record of the information shared with the victim and the justification for doing so to the IISS PBEA: INFORMATION SHARING CIS FVIS-MGR (see section 12 of this policy).

4. Child Information Sharing Scheme

4.1 *Who can information be shared with/requested from?*

- Information can only be shared with ISEs prescribed under the CIS scheme. Confirm that a requestor is a CIS ISE by referring to the current ISE list and contact emails page.
- Relevant information can also be shared with a child, a person with parental responsibility for the child or a person with whom the child is living, for the purpose of them managing a risk to the child's safety.

4.2 *When is information authorised to be shared or requested?*

- Information may be shared for the purpose of promoting the wellbeing or safety of a child / group of children once it has been confirmed that both:
 - an agency is a prescribed CIS ISE
 - the required information is not excluded (see section 9 of this policy).
- When deciding what information to share, the employee must hold a reasonable belief (based on the information provided in the reason for the request) that the information requested will assist the ISE to carry out one or more of the following activities relating to a child or group of children:
 - making a decision or an assessment
 - initiating or conducting an investigation
 - providing a service
 - managing a risk.

4.3 *What type of information can be shared or requested?*

- Any information about a person that is relevant to promoting child safety and wellbeing, provided that the information is not excluded (section 9 of this policy) and does not contravene another law.
- Information that meets the CIS requirements and is not excluded information may be shared voluntarily (section 5 of this policy) either by:
 - providing additional information to what was requested
 - proactively without a request.

4.4 *Sharing information with a child or parent/caregiver*

- Relevant information can also be shared with a child, a person with parental responsibility for the child or a person with whom the child is living (caregiver), for the purpose of them managing a risk to the child's safety.
- Sharing information with the child, or caregiver is not mandatory and the appropriateness of sharing information should be considered against the circumstances of each situation.
- Employees sharing information with a child, or caregiver must:
 - consider the effect the disclosure may have on the child
 - ensure that appropriate support is provided to the child or person in order for them to manage their safety
 - inform the child or person that the information is shared with them only for the purpose of managing their safety
 - inform the child or person that they are not permitted to use the shared information for any other purpose (for example, posting the perpetrator's information on social media). Although children/persons who receive this information are not subject to the offence provision under Part 6 of the CWSA, they may be subject to offences under other legislation such as actions for defamation
 - email a record of the information shared with the child or person and the justification for doing so to the IISS PBEA: INFORMATION SHARING CIS FVIS-MGR for record keeping (see section 12 of this policy).

4.5 *Consent requirements*

Consent is not required to request relevant information under the CIS scheme. However, when it is appropriate, safe and reasonable to do so, employees who are requesting information should:

- seek and take into account the views of the child or the non-offending family member about sharing their confidential information
- inform the child or non-offending family member that information was shared.

5. Voluntary information sharing

- Under both schemes, any prescribed ISE is permitted to share information with another ISE on a voluntary basis (i.e. proactively, without a request) relevant to each ISE's prescribed powers under the FVPA and CWSA.
- The requirements for the respective schemes (i.e. consent, excluded information) and record keeping obligations (see section 12 of this policy) still apply.

6. On-sharing information obtained from another source

- ISEs are permitted to share information that has been obtained from another source, if appropriate and reasonable to do so and not excluded by other laws. See section 9 of this policy for excluded information.
- When sharing information obtained from another source (i.e. Courtlink information) the receiving ISE should be advised of the original source of the information and the date the information was obtained (if known). The receiving entity may seek additional information from the original source, or clarify that the information is current.

- If a member making a request for information receives on-shared information from an ISE, they should contact the original source to check the validity of the information.

7. Protecting official information

- Requests received by Victoria Police and responses given under the schemes are official information and must be recorded centrally with IISS. Forward all details of interactions with the schemes to the IISS PBEA: INFORMATION SHARING CIS FVIS-MGR (see record keeping section 12 of this policy).
- Form 1487 and all official information or documents provided to an ISE must be protectively marked **OFFICIAL: Sensitive // Legislative secrecy** (which indicates that there are legislative information sharing restrictions in relation the FVPA and/or CWSA). If this cannot occur automatically using a police system, the DLM must be handwritten or stamped onto each piece of official information or document shared.
- Prior to sharing official information, employees must conduct a risk assessment in relation to the manner in which the information will be shared. For further information, see **VPMP Information sharing** and **VPMP Information use, handling and storage**.

8. Information requests involving police employees

- When an employee becomes aware that the subject of the request is another police employee they must assess and respond to the information request in accordance with the standard procedure as outlined above.
- The employee completing the request must notify Professional Standards Command (PSC) via email PBEA: PSC-INTELLIGENCE REQUESTS-MGR and attach the completed information request. PSC will identify if any PSC holdings are relevant to the information request and will provide to the requesting ISE.
- If the employee subject to the request is identified as the perpetrator in a family violence matter this PSC notification will be treated as a complaint against police in line with **VPMP Complaints and discipline**.
- PSC will ensure that any subsequent family violence response required is undertaken in accordance with **VPM Family violence** and **VPM Family violence involving Victoria Police employees**.

9. Excluded information

9.1 *Law enforcement information*

Information that is provided to Victoria Police for a law enforcement purpose by other agencies cannot be shared by Victoria Police (i.e. Vic Roads data or interstate information from the National Police Reference System (NPRS)).

9.2 *Information excluded under FVIS and CIS schemes*

- Part 5A, FVPA and Part 6A, CWSA set out information that is excluded from being shared under the schemes. This information must not be shared if the collection, use or disclosure of that information could be reasonably expected to result in once or more of the following outcomes:

- endanger a person's life or result in physical injury
 - prejudice the following matters:
 - the investigation of a breach or possible breach of the law
 - the enforcement or proper administration of the law
 - a coronial inquest or inquiry
 - the fair trial of a person
 - the impartial adjudication of a particular case.
 - disclose information which would be privileged from production in legal proceedings on the grounds of legal professional privilege or client legal privilege
 - disclose or enable a person to ascertain the identity of a confidential source of information in relation to the enforcement or administration of the law
 - contravene a court order or a provision made by or under the FVPA or the CWSA or any other Act that:
 - prohibits or restricts, or authorises a court or tribunal to prohibit or restrict the publication of other disclosure of information for or in connection with any proceeding
 - requires or authorises a court or tribunal to close any proceedings to the public.
 - be contrary to public interest.
- If employees are unsure whether information requested by an ISE falls within any of the criteria for exclusion, they should seek further advice from IISS via PBEA: INFORMATION SHARING CIS FVIS-MGR.

9.3 Information excluded by legislation

- In addition to information that is explicitly listed as excluded under Part 5A, FVPA and Part 6A, CWSA, information sharing restrictions from other legislation/Victoria Police policy still apply. Employees must not share:

Information	Explanation
Serious offenders	Information about a supervision, detention or emergency detention order under the <i>Serious Offenders Act 2018</i> . This includes victims or perpetrators on an interim, supervision or detention order under the <i>Serious Sex Offenders (Detention and Supervision) Act 2009</i> . Particular attention must be given to supervision orders listed in criminal history and any warning flags.
VFTAC (Victorian Fixated Threat Assessment Centre) Flags	If a person has a VFTAC flag it is likely that this individual is being investigated by Victoria Police or another agency. Therefore, information about the flag or an active investigations must not be shared.
Active investigation	Information on active investigations - the relevant informant or the informant's supervisor must be contacted to determine if any information can be released including when a suspect has been interviewed and no charges have been laid.
Interstate criminal history	The criminal history from the NPRS must not be shared, however; where a person has an interstate criminal history this

Information	Explanation
	may be indicated to the ISE by noting 'the perpetrator may have a criminal history in X state'.
VicRoads data	VicRoads information can be utilised when responding to a request (i.e. to identify a subject of a request), however, its use or content must not be disclosed/shared with ISEs.
Organised crime	Information on Coercive Protection Orders or Witness Summons under the <i>Major Crime (Investigative Powers) Act 2004</i> . Employees must not share information that relates to membership of an Organised Motor Cycle Gang or a gang.
Criminal intelligence	Information that is protected criminal intelligence or that was subject to a protection application not granted by the court under the <i>Criminal Organisations Control Act 2012</i> .
Preventative Detention Orders	Information about a person detained under a preventative detention order under the <i>Terrorism (Community Protection) Act 2003</i> .
Witness protection	Information relating to the identity or location of a person who is or has been a participant under the <i>Witness Protection Act 1991</i> . In addition, information that may compromise their security must not be shared.
Children's Court Clinic Reports	Information contained in Children's Court Clinic Reports. This is relevant to various Acts (including but not limited to s.73H, FVPA and s.53, <i>Personal Safety Intervention Orders Act 2010</i>).
CYFA	- Details of an investigation into a registered foster carer or out of home carer. - The identity of a person that has made a report to Child Protection or a referral to Child FIRST. - Information identified as acquired through a conciliation conference at the Children's Court.
Crimes Act 1958 – s.330(1)	Information about a person who has made a disclosure about a sexual offence committed against a child under the age of 16 years.
Juries Act 2000 – s.65	Any information that identifies a person as a juror
Legal Aid Act 1978 – s.40J	Information acquired through alternative dispute resolution
When a person is/was on the Sex Offender Register	Any information that identifies a person as being, or having been on the Sex Offender Register, including any other information obtained pursuant to the <i>Sex Offenders Registration Act 2004</i>. Employees may, however, continue to disclose information concerning prior sexual offences. If it is identified that a person of interest was/is on the Sex Offender Register, employees: - must ensure there is no mention that the person of interest was/is on the Sex Offenders Register in the summary/ narrative - can include prior charges without redaction of sex offender breaches / charges.

Information	Explanation
	- notify the Sex Offenders Registry in the area that the offender resides that information was shared on the offender to assist in their management. Use the following PBEAs: - North West Region: SEXOFFENDERSREG-NO - Eastern Region: SEXOFFREG-EAST-ADM - Southern Region: SEXOFFENDERSREGISTRY-SOUTHERNMETRO-ADMIN-OIC - Western Region: SEXOFFENDERSREGWES

Note: a list of legislation overridden by the Schemes is available in the Family Violence Information Sharing Ministerial Guidelines and Child Information Sharing Scheme Ministerial Guidelines.

10. Refusing a request to share information

10.1 *Refusing a request for information*

- Any refusal to share information must be communicated via email with an explanation as to why the information was not shared, and forwarded to IISS for mandatory record keeping (see section 12 of this policy). The reason for refusal may include that:
 - the information is excluded
 - relevant consent has not been obtained
 - the requested information is not relevant to the required purpose.
- Where a request is refused on the grounds that the information is excluded the specific reason for the exclusion (see section 9 of this policy) does not need to be provided.

10.2 *Review of refusal to share information*

Any requests from ISEs to review a refusal to share information must be forwarded to the IISS PBEA: INFORMATION SHARING CIS FVIS-MGR for actioning.

11. Good faith provision

- If information is found to have been shared inappropriately, offences may apply and penalties may be imposed. However, if an ISE can prove that they shared information in good faith and with reasonable care, then this provision will protect them from being:
 - held liable for any criminal, civil or disciplinary action for providing the information; and
 - in breach of any code of professional ethics or considered to have departed from any accepted standards or professional conduct.
- Employees must keep accurate records of all information exchanges. See section 12 of this policy.
- Generally, a person may be considered to have acted in good faith and with reasonable care when they can demonstrate that they:

- shared information in accordance with their obligations, functions and authorisations;
- intended for the information to be shared for the purpose outlined in the schemes; and
- did not act maliciously, recklessly or negligently when exercising their power to share information.

12. Record keeping

12.1 *Information that must be recorded*

- Victoria Police must comply with legislative record keeping requirements under the schemes. When responding to an information request, employees must forward the following to the IISS PBEA: INFORMATION SHARING CIS FVIS-MGR:
 - who requested the information
 - what was requested
 - the date of the request
 - what information was shared
 - the date information was shared
 - who the information was disclosed to
 - if a request was refused and the reason why.
- This same process must be followed for any voluntary sharing of information.

12.2 *Additional recording requirements for FVIS – adult victim survivor/third party*

- In circumstances where information is shared in relation to an adult victim survivor or a third party and consent is required, the employee sharing must keep a written record of such consent.
- In circumstances where information is shared in relation to an adult victim survivor or a third party without consent, the employee sharing must record all of the following:
 - the reason why consent was not obtained (i.e. there was a serious threat or the information was to assess or manage risk for a child victim survivor)
 - whether they sought and obtained the views of the person and, if not, the reason why
 - whether the victim or third party were informed that their information was shared without their consent.
- This information should be included in Form 1487 or a record of the disclosure and emailed to the IISS PBEA: 'INFORMATION SHARING CIS FVIS-MGR'.

12.3 *Additional recording requirements for FVIS – child victim*

- In circumstances where information is shared in relation to a child victim, the employee sharing must record whether the ISE sought and obtained the views of the child or non-offending parent.
- In circumstances where information is shared contrary to the views of child victim or the parent of the child who is not a perpetrator, the employee sharing must record all of the following:
 - the reason why information was shared contrary to these views

- whether the child or parent were informed that information would be disclosed contrary to their views
- if information was shared without informing the child or parent, the reason why.
- This information should be included in Form 1487 or a record of the disclosure and emailed to the IISS PBEA: 'INFORMATION SHARING CIS FVIS-MGR'.

12.4 *Additional recording requirements for CIS*

- The following information must be recorded on Form 1487 or a record of the disclosure and emailed to the IISS PBEA: 'INFORMATION SHARING CIS FVIS-MGR':
 - whether the views of the child and/or their non-offending parent were sought and obtained in relation to any information disclosed to promote the wellbeing or safety of the child. This includes information about the child, the parent or any other person
 - whether the child and/or their non-offending parent were informed that information was or would be disclosed to promote the wellbeing or safety of the child.

Related documents

- VPM Family violence
- VPM Family violence involving Victoria Police employees
- VPMP Complaints and discipline
- VPMP Information sharing
- VPMP Protecting children
- Family Safety Victoria - Family Violence Information Sharing Ministerial Guidelines
- Child Information Sharing Ministerial Guidelines
- Protecting Children Protocol

Further advice and information

For further advice and assistance regarding this policy, contact FVC, PEDS or your supervisor.

Update history

DATE OF FIRST ISSUE	26/02/2018	
DATE UPDATED	SUMMARY OF CHANGE	FORCE FILE NUMBER
27/02/18	Administrative	FF-122427
27/09/18	VPM Family violence information sharing renamed to VPM Family violence and child information sharing due to incorporation of Child Information Sharing Scheme processes.	FF-122427
16/11/20	Updates to the types of information that can be shared, excluded information, consent requirements and the process when a request relates to a Victoria Police employee.	FF-149567
19/02/21	Policy references updated to reflect review of family violence policies	FF-189857
15/09/21	Administrative amendments and cross reference to new VPM Family violence involving Victoria Police employees	FF-139363 2