Information sharing flowchart

Government of South Australia
Department for Child Protection

1. Are you considering sharing a suspicion a child or young person is at risk with the DCP Call Centre?

- Yes → You MUST share section 31(1) CYPS Act. Follow Reporting a suspicion a child or young person is at risk procedure
- No → 2.

2. Are you considering sharing personal client information ?

- Yes → 3.
- No → Refer to the Information Sharing Guidelines

3. Can the identity of the person requesting the information be confirmed?

- Yes → 4.
- No → 4.

4. Has consent been given or are you able to obtain consent?

- Yes → You MAY share section 164(1)(b)) CYPS Act
- No → 5.

5. Can information be shared under a frequently used provision?

To provide information about a proposed family based carer to a child or young person → You MUST share section 80 CYPS Act. Follow Prepare for the placement

To provide information about a child or young person to a proposed family based carer → You MUST share section 79(1) CYPS Act. Follow Prepare for the placement

To provide a carer with information about a child or young person in their care to: → You MUST share section 81(1) CYPS Act
- care for the child or young person
- ensure the carers safety (including their household for family based placements)

To protect a person from risk of serious harm as per the instrument of authorisation → You MAY share section 164(4) CYPS Act regulation 42(1)
This provision can only be used:
- if consistent with objects of the CYPS Act
- to promote safety and wellbeing for children, young people and their families
- in accordance with the ISG decision making steps and practice guide

To one of the following to perform functions in relation to children and young people: → You MAY share section 152 CYPS Act
- State authorities
- people/agencies providing service to children and young people or their families on behalf of DCP
- non-government schools
- Child and Family Referral Networks

There are other provisions for sharing information under the CYPS Act. Consult with a supervisor if you still believe the information should be shared

- Yes → 6.
- No → 6.

6. Is there a reason not to share the information?

- x Request to share a MAPS document
- x Could pose a risk to a person
- x Involves sharing information about a child or young person in care's care arrangements with their parent or guardian (can only be shared by supervisor)
- x Could impact on a forensic interview or criminal investigation
- x Information contains notifier details
- x Information contains legal advice provided to DCP

- Yes → 7.
- No → 7.

7. Consult with a supervisor to determine whether to share information

Refer to Determine whether to share information key step for supervisor guidance on this consultation.

- Supervisor determines information should not be shared → 8.
- Supervisor determines information should be shared → 8.

8. Share information

- Securely
- Timely
- Accurately
- Based on relevance

Section 152: Information must only be shared with intended recipient. Indicate to the recipient that legal restrictions also apply to further sharing of the information – Refer to Determine whether to share information key step for further guidance

9. Document the information sharing decision

Record the following information in C3MS under the child or young person's case

Request details:	Consent:	Decision whether to share and rationale:
• Who made the request? Was their identity verified? • What did they request? • What purpose was it requested for?	• Copy of written consent or details of verbal consent (who gave it, when and to whom) • If consent has not been obtained, why it was unreasonable or impractical to obtain • If consent was refused, why they refused and why it is still considered necessary to share information	• If request was refused, the reason for refusal • If information has been shared: ◦ Legal provision for sharing information ◦ What has been shared, how, when and by whom ◦ Any reasons identified not to share and how they have been considered • Record supervisor consultation and/or approval (if relevant) • Any follow up actions required

10. Consider discussing the information request with the client

To be read in conjunction with the Information gathering and sharing chapter of the Manual of Practice