



Getting started with information sharing

What is Information Sharing?

On 1 July 2012, new laws came into effect to enable individuals and organisations to share information about children to ensure their safety and wellbeing.

As a carer you play a very important role in ensuring the safety and wellbeing of the children in your care.

The new laws relating to information sharing apply to ALL children, however this Fact Sheet guides you in how to share information related to children who are in the care of the Chief Executive and are case managed by the Office of Children and Families.

How information sharing is managed for children who are in your care, but not in the care of the Chief Executive, will need to be discussed directly with your Manager or Supervisor.

Who are Authorised Information Sharers?

Under this new law, because of your role as a carer, you are an Authorised Information Sharer (AIS).

Some of the people you speak to everyday as a carer are an AIS (the doctor, the school teacher).

A list of the more familiar AIS that you are likely to be in contact with are provided at the end of this Fact Sheet.

How do I share information?

Information sharing is when ***you tell*** another AIS information about the child or children in your care OR when another AIS ***tells you*** information relating to the child or children in your care. The information shared can be either verbal or written.

When do I share information?

You share information with another AIS when it will assist them to do a job or function that relates to the safety and wellbeing of a child.

What do I do when I have given or received information about a child in my care?

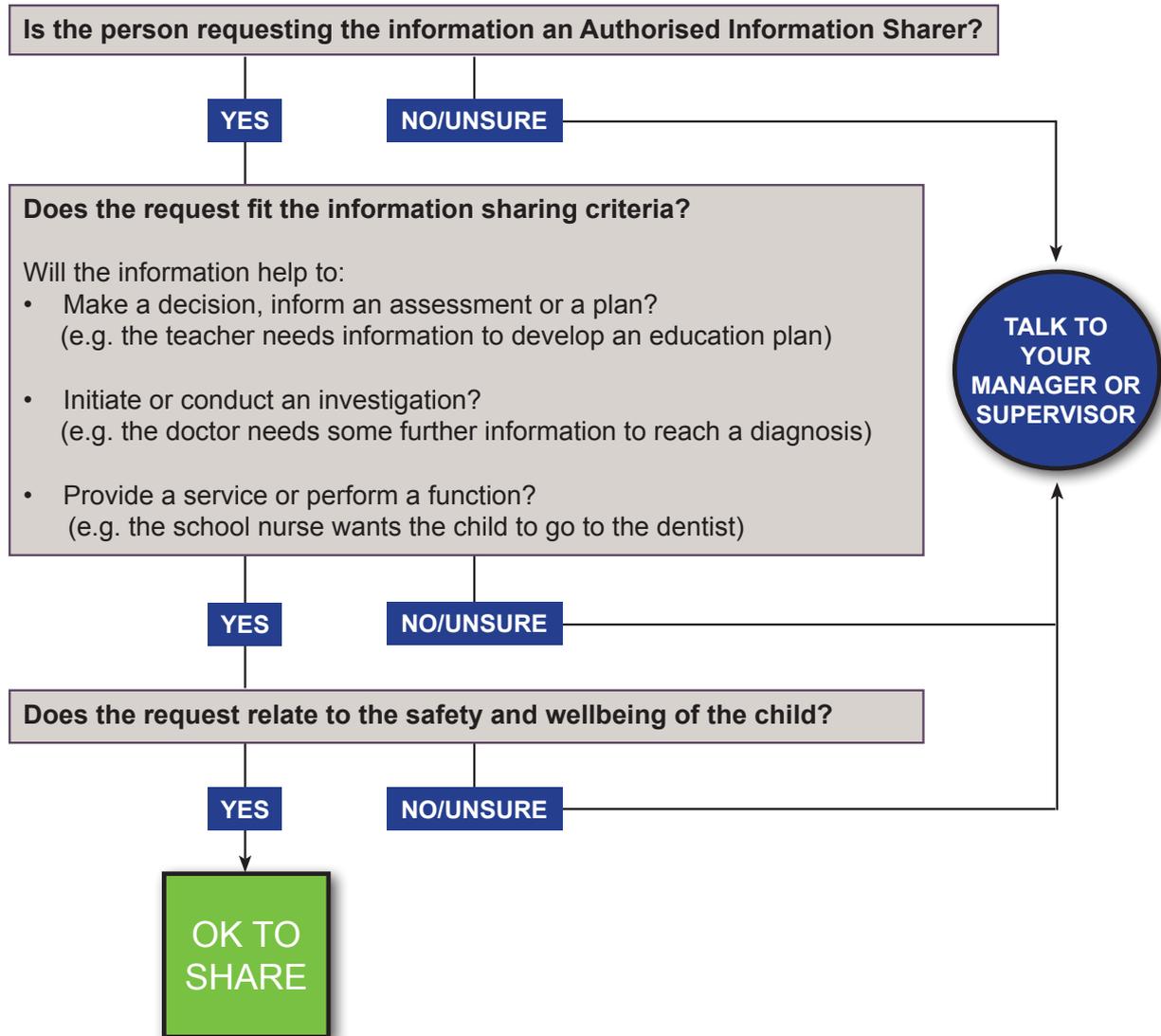
You need to tell your Manager or Supervisor when you exchange complex or sensitive information about the child in your care. It is important to tell your Manager or Supervisor as they will be able to discuss this information with the child's Case Manager as it may have an impact on the care plan or case management decisions for the child or children.

Resources you can use to help you understand your responsibilities:

- Your Manager or Supervisor
- The Information Sharing Unit on 1800 288 424
- Information Sharing Guidelines, FACT Sheets and Frequently Asked Questions
- Information Sharing website www.informationsharing.nt.gov.au

How do I decide if I can share information?

In deciding if it's okay to share information about a child in your care, you need to think about the following:



If you are not sure about whether you should provide information you can:

Refer the enquiry to your Manager or Supervisor or call the Information Sharing Unit on 1800 288 424 and discuss your concerns.

If you do not feel confident or do not want the responsibility of providing the information you can refer the question to your Manager or Supervisor.



Who is an Authorised Information Sharer?

Authorised Information sharers include:

- Registered foster carers
- Registered child care services
- Service providers that receive funding from the Australian or Northern Territory Governments to provide a service for children.
These include Non-Government Organisations who provide support services for children and their families (e.g: CatholicCare or Anglicare) and local government (after school care or school holiday programs).
- NT Government employed frontline staff who provide a service to children or in connection with children
- School principals and registered teachers
- Doctors, nurses, allied health workers and other health professionals
- Hospitals and approved mental health treatment facilities
- Providers of drug or alcohol treatment services that receive funding from the Northern Territory Government
- Police officers
- Lawyers.

**If you have questions about information sharing,
call the Information Sharing Unit on 1800 288 424 or
go to www.informationsharing.nt.gov.au**