

## **Information Sharing and Recordkeeping Awareness Procedure**

### **Supporting staff and volunteers understanding of legal and College obligations**

#### **1. Purpose**

This procedure ensures that all staff and volunteers understand their obligations regarding:

- **Information sharing responsibilities**, including lawful, safe, and appropriate disclosure of information.
- **Recordkeeping requirements**, including creating, capturing and managing records according to organisational policies and legislative standards.

This supports transparency, safety, and compliance with organisational, legislative, and regulatory requirements (including PROV standards, privacy laws, and information sharing schemes where relevant).

#### **2. Scope**

Applies to:

- Employees, College Leadership, teaching staff, and non-teaching staff
- Volunteers, Student Placements, and Pre Service Teachers
- Contractors
- Advisory Board
- Anyone handling College information or public records

#### **3. Responsibilities**

##### **3.1 All Staff and Volunteers**

- Complete required training on information sharing and recordkeeping.
- Understand and follow College policies, privacy obligations, and relevant legislation.
- Create accurate records of decisions, actions, and conversations relevant to service delivery or organisational operation.
- Share information only when authorised and necessary (e.g., for safety, service provision, compliance).
- Seek guidance when unsure.

##### **3.2 Leadership Team and Position of Leadership (POL) Staff**

- Ensure new and existing team members complete required training.

- Provide ongoing guidance and clarity about appropriate information sharing.
- Monitor compliance and reinforce expectations.

### **3.3 Compliance Team**

- Deliver training and resources.
- Provide advice and support.
- Conduct audits and review practices.
- Maintain approved recordkeeping systems.

## **4. Required Knowledge for Staff and Volunteers**

All staff and volunteers must understand:

### **4.1 Information Sharing Obligations**

- What information can and cannot be shared.
- Who information can be shared with.
- Legal authority for information sharing (e.g., consent-based or lawful authority).
- Obligations related to safety, privacy, and confidentiality.
- How to document information-sharing decisions.

### **4.2 Recordkeeping Obligations**

- What constitutes a "record" (notes, emails, decisions, phone calls, messages, documents).
- How and where to store records (approved systems only).
- Requirements for accuracy, security, and timeliness.
- Rules for retention and disposal (authorised, never personal discretion).
- Requirements under Public Record Office Victoria (PROV) standards, if applicable.

## **5. Procedure for Ensuring Understanding**

All new staff and volunteers receive an induction and training which covers;

[Child Safety and Wellbeing Policy](#)

[Child Safety and Wellbeing Procedures](#)

[Child Safety and Wellbeing Recordkeeping Procedures](#)

[Child Safety Code of Conduct](#)

[PROTECT Identifying and Responding to Abuse - Report Obligations Policy](#)

[PROTECT Procedure Informing staff of reporting obligations](#)

[PROTECT Procedure Police and Child Protection Interviews at school](#)

[PROTECT Procedure Responding to all forms of child abuse](#)

[PROTECT Procedure Responding to offences under the Crimes Act 1958](#)

[PROTECT Procedure Responding to requests from Victoria Police and Child Protection](#)

[PROTECT Procedure Responding to student sexual offending](#)