

Tailored Tuition

Recording Concerns and Information Sharing Procedure

1. Purpose

This procedure sets out how Tailored Tuition records, stores and shares safeguarding information to ensure that concerns are managed promptly, appropriately and in accordance with relevant legislation and statutory guidance. It should be read alongside the Tailored Tuition Safeguarding Policy and the *Responding to Safeguarding Concerns and Disclosures Procedure*.

Accurate record keeping and appropriate information sharing are essential to safeguarding children and young people, supporting effective decision-making and enabling organisations to work together to protect those at risk.

2. Recording Safeguarding Concerns

All safeguarding concerns must be recorded as soon as reasonably practicable after the concern arises. Records should be clear, factual and objective, distinguishing between what was observed, what was said and any action taken. Wherever possible, the child or young person's own words should be recorded.

Records should include the date and time of the concern, the names of those involved, any action taken and the name of the person making the record. Personal opinions or assumptions should not be included unless clearly identified as professional opinion.

Safeguarding records should be passed to the Designated Safeguarding Lead (DSL) without delay to enable appropriate action to be taken.

3. Storage of Records

Safeguarding records will be stored securely and separately from general learner records. Access will be restricted to the Designated Safeguarding Lead (DSL), Deputy DSL and others who have a legitimate safeguarding need to access the information.

Records will be retained, transferred and disposed of securely in accordance with the organisation's data retention arrangements, the Data Protection Act 2018 and UK GDPR.

4. Information Sharing

Tailored Tuition recognises that effective safeguarding depends upon the timely and appropriate sharing of information. Information will be shared on a need-to-know basis and in accordance with relevant legislation, statutory guidance and local safeguarding procedures.

Where appropriate, consent will be sought before sharing information. However, consent is not required where there is a lawful basis to share information in order to protect a child or young person from harm or where sharing is necessary to fulfil a safeguarding duty.

Where learners attend Tailored Tuition through Education Other Than At School (EOTAS), Alternative Provision (AP), local authority commissioning or other partnership arrangements, safeguarding information will be shared with the commissioning organisation and other relevant professionals where appropriate and in accordance with agreed information sharing arrangements and local safeguarding procedures.

5. Confidentiality

Safeguarding information is confidential and will only be shared with individuals who require the information in order to safeguard a child or young person or fulfil their professional responsibilities. Staff must not discuss safeguarding concerns with colleagues, parents or other individuals unless authorised to do so by the Designated Safeguarding Lead or where required as part of safeguarding procedures.

All staff are expected to maintain appropriate standards of confidentiality whilst recognising that the welfare of the child is the paramount consideration.

6. Review

This procedure will be reviewed annually, or sooner if there are changes to legislation, statutory guidance or organisational practice.