



Information Sharing and Confidentiality Policy

Policy Headings	Information Sharing and Confidentiality Policy
<i>Introduction</i>	<p>Parents/carers, children and young people have the right to know that their information is kept securely and in what circumstances it can be shared. Staff and volunteers need to understand what their role is in information sharing. The effective sharing of information between organisations and agencies is essential to keep children safe.</p>
<i>Data Protection Act 2018 and GDPR (General Data Protection Regulation)</i>	<p>Data protection law is not a barrier to sharing information when it is necessary, proportionate, and justified to do so. The most important consideration is to safeguard and promote the welfare of the child.</p> <p>The Data Protection Act 2018 allows all organisations to process data for safeguarding purposes lawfully and without consent where necessary for the purposes of:</p> <ul style="list-style-type: none"> ● protecting an individual from neglect or physical and emotional harm; or ● protecting the physical, mental or emotional wellbeing of an individual. <p>This covers situations where a child may be at risk of significant harm due to neglect or abuse and applies to referrals made to the local authority for any child considered to be a 'child in need'.</p>
<i>Circumstances when we will share information</i>	<p>All personal information will be treated as confidential. However confidential information may be shared to other agencies to safeguard and promote the welfare of children.</p> <p>In some circumstances, seeking consent from a person we believe is neglecting or abusing a child may undermine safeguarding procedures and may increase the risk of harm to the child or another person. In these situations, we will share this information without consent.</p> <p>If a child makes a disclosure, we will never promise the child confidentiality, instead we will explain that the information will need to be passed on to the appropriate person to help keep them safe.</p> <p>Our organisation is responsible for lawfully sharing the information we hold, and we must not assume that someone else will pass on information that may be critical to safeguard and promote the welfare of a child.</p>
<i>Principles of Information Sharing</i>	<p>Our organisation will adhere to the following principles of information sharing:</p> <ul style="list-style-type: none"> ● Information sharing must be necessary and proportionate to the circumstances of the child or young person. ● The information must be shared quickly and securely. ● Use clear and precise language. ● Identify how the information is to be shared. ● Record exactly what has been shared. ● If information is withheld, then that should also be recorded. <p>When sharing information with any organisation, we will first consider the principles outlined by Government Guidance. We will consult the 7 golden rules for information sharing from <u>'Information Sharing Advice for Safeguarding Practitioners'</u></p> <p>The member of staff who has concerns is to document these, this is done daily on our 'class plans' These will be low worry concerns. ie Nothing of significant when alone. However more serious concerns are to be taken to senior members who staff who will review on an individual basis. If senior staff decide to take this further, where the report is made will be dependant upon the concern. Concerns can be passed to outside service's such as CADS, the referring body or known social worker where one is working with the family. Serious concerns may be reported directly to the local police.</p> <p>Senior staff will be responsible for this. Where there is a concern regarding a senior member of staff information will be passed to the alternative member. Failing this there</p>

	are external service's such as LADO who are able to support.
<i>Storage of Information Records</i>	<p>We Keep personal information regarding our students. This includes Name, DOB, Address, Medical need's, EHCP, Parental information, social support required and any details of supporting social worker. Our referral form will have a complete list of details required. Please ask if you would like to review this.</p> <p>Safeguarding concerns are kept in a diary, more serious concerns will be documented via email. Any paper files will be in a locked and secure office and filing cabinet. All Digital files are to be kept on password secured laptops.</p> <p>All digital records are kept securely with password protection. Paper files are kept locked in a filing cabinet, when in use they are in our secure office which is kept locked.</p> <p>Senior members of staff, Reception staff, our safeguard lead and our online safety officer will have access to these records.</p> <p>Personal records are kept for 3 months after a student ends their placement with us, after this they will be destroyed. All relevant records will be passed as appropriately.</p>
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