



Recording and Information Sharing Policy

Purpose

To ensure safeguarding records are accurate, secure, and lawfully shared.

Policy Statement

Everyday English Ltd will record safeguarding information professionally and share it only where necessary to protect individuals.

Legal Framework

- Data Protection Act 2018 (UK GDPR)
- Working Together to Safeguard Children

We will:

- Keep records factual, dated, and signed.
- Store records securely with restricted access.
- Share information only on a "need to know" basis.
- Share without consent only if there is a safeguarding risk.

Breach of Policy

Unauthorised sharing or loss of records may lead to disciplinary action.

Review

This policy will be reviewed annually by the Board of Directors.

Signed: 

Chair, Board of Directors

Date: 30th September 2025