Figure 2: Information sharing flow-chart

Principles of information sharing

When you are asked or wish to share information, you need to consider:

- Does the information enable a person to be identified?
- If so, is there a legitimate reason for you or your agency to share the information?
- Is the information confidential?
- If so, do you have consent to share?
- If not, do you have a statutory obligation or court order to share?
- If consent is refused, or there are good reasons not to seek consent, is there sufficient public interest to share?

At any time you think a child is at risk of immediate/significant harm you must follow the children's safeguarding procedures immediately.

Sharing information correctly

If the decision is to share the information, ensure that you are sharing information in the right way:

- ✓ Identify how much information to share
- ✓ Distinguish fact from opinion
- Ensure that you are giving the information to the right person
- ✓ Share the information
- ✓ Inform the client that the information has been shared if they were not aware of this and if it would not create or increase risk of harm
- Record the information sharing decision and your reasons on child's file

Always properly record the decision and your reasons, whether you choose to share information or not

Always seek advice from your manager, supervisor, child protection advisor or Caldicott Guardian if you are not sure what to do at any stage, and ensure that the outcome of the discussion is recorded