



A place to shine ...

Let light shine out of darkness and God's light shine in our hearts

2 Corinthians ch4, v6

Information Sharing and Confidentiality policy

Consultation that has taken place	October 2020
Date formally approved by governors	October 2020
Date policy became effective	October 2020
Review date	October 2021
Person responsible for implementation and monitoring	Mrs Dawn Day Mrs Faye Kerr
Other relevant policies	Safeguarding Child Protection

'Whoever goes about slandering reveals secrets, but he who is trustworthy in spirit keeps a thing covered' (Proverbs 11 verse 13)

Information sharing is essential to enable early intervention & preventative work, safeguarding & promoting welfare & for public protection.

People need to be confident that their personal information is kept safe and secure and that practitioners maintain privacy, whilst sharing information appropriately.

Practitioners need to be clear about when they can share information lawfully, especially in early intervention and preventative work where information sharing decisions may be less clear than in safeguarding or child protection situations.

Education settings hold a great deal of information about children, young people and their families, some of which is very personal/private. They should inform pupils and their families, through a leaflet or their prospectus, about how they store and use information in all systems they use, e.g. SIMS, EMS.

Common sense decision-making:

- Sharing information at an early stage as part of preventative or early intervention work
- Understand what:
 - Is and isn't confidential
 - Can be shared 'in the public interest'
 - Should be recorded and where
- **Always** share information about possible or actual significant harm with the Police or Children's Social Care, and if you aren't sure, ring and ask for advice.

Basic principles:

- Respect confidentiality and privacy but don't use it as an excuse not to take action
- Reassure young people and their families about why you want to share information if they are concerned
- Do not promise to keep any information confidential or secret
- If in doubt seek advice from Children's Social Care, the police or the Safeguarding Advisor for Education
- The DP must be made aware of all child protection concerns immediately
- Follow the **7 Golden Rules for information** sharing below

Useful web links/resources:

- **Information Sharing: Guidance for Practitioners and Managers, DfE 2008**
www.teachernet.gov.uk/educationoverview/briefing/currentstrategy/infosharing

Seven golden rules for information sharing

1. Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.
2. Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice if you are in any doubt, without disclosing the identity of the person where possible.
4. Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.
5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.
6. Necessary, proportionate, relevant, accurate, timely and secure:
Ensure that the information you share is:
 - necessary for the purpose for which you are sharing it
 - only with those people who need to have it
 - accurate and up-to- date, is shared in a
 - performed in a timely fashion and is shared securely
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.