INFORMATION SHARING POLICY

PROCEDURE	REFERENCE	FORM
	SSPo2 Child Protection and Safeguarding Children Policy and Procedure	SSF4 – Meeting Form Notes
	Data Protection Act 1998	
	Human Rights Act 1988	

Langley Hall Arts Academy is committed to creating and maintaining a safe environment for children and recognises its responsibility to safeguard them from poor practice, abuse and bullying.

General Principles:

- The welfare of the child is the first consideration.
- All children have the right to protection from abuse.
- All staff have a responsibility to keep children safe.
- All concerns will be taken seriously and managed accordingly.
- Confidentiality will be upheld in line with legislation and government guidance.
- A child is defined as anyone under 18. When decisions are taken to share information, the child's welfare is of paramount importance.
- When sharing information, Langley Hall Arts Academy will ensure that they clarify which information they are sharing is factual (to the best of our knowledge) and which is an expression of professional opinion.
- Where written information has been shared during the course of an investigation, outcomes will be shared with those from whom the information was originally sent.
- Information will be shared with relevant members of staff after a safeguarding concern/incident has been investigated. This feedback will be recorded on the 'action taken' part of the concern form, email or if in a meeting recorded on a 'meeting notes' These records will remain the Principal's office.
- After dealing with a concern raised by a parent /carer,
    - a meeting may be arranged feedback in a meeting will be recorded on a 'Meeting Notes Form **SSF4'** completed as minutes, or
    - if the feedback is verbal a record will be made of the conversation with the parent this will be available to the parent if requested or necessary.
    - If a parent has made a written query using the Laser System a response will be given via the Laser System, this may be in addition to a conversation either by phone or in person.

Seven golden rules to sharing information

The 'seven golden rules', on page 4 of the DfE's guidance, summarise key points to remember when making decisions about sharing information. They refer to the Data Protection Act, informed consent, and the wellbeing of the individual concerned.

The rules indicate that practitioners should:

1. Remember that the Data Protection Act 1998 is not a barrier to justified information sharing, but that it provides a framework for appropriate sharing
2. Be open and honest with the individual about whom the information will be shared
3. Seek advice from other practitioners if in any doubt, and to try to do so without disclosing an individual's identity
4. Share information with informed consent, where possible, and share without consent if someone's safety is at risk
5. Base information sharing decisions on the safety and wellbeing of the individual or others
6. Ensure information is shared in accordance with the principles of information sharing
7. Keep a record of any information sharing decisions and the reasons behind them

Key Points

- Information will be shared when the school deems it necessary to protect a child
- The school will explain at the outset what information could, or will, be shared and seek agreement, except where doing so puts the child or others at risk of harm
- Langley Hall Arts Academy will share no more information than is necessary for the specific purpose of sharing that relevant information
- Records will be kept of decisions to share, or not share, information and reasons for this decision
- Information that is shared will be up to date and accurate, shared only with those with a need to see it and shared securely
- Copies of Child Protection Records must be passed on to the next organisation when a child leaves
- To be read in conjunction with the **SSPo2 Child Protection and Safeguarding Children Policy and Procedure.**

Government Guidance and Legislation

This policy takes into account:

- European Convention on Human Rights
- Human Rights Act 1988
- Common Law Duty of Confidentiality
- Data Protection Act 1988

Specific Safeguarding Acts:

- Every Child Matters
- Children Act 2004
- Working together to Safeguard Children 2015
- Keeping Children Safe in Education 2016
- Information Sharing Guidance CPSU 2015
- Criminal Records Bureau Guidance

Type of information that will be shared –Appendix A:

Process for information sharing and receiving information:

- The school will decide which information needs to be shared, based on the level of concern and on a ‘need to know’ basis.

- The school will identify who is the appropriate person within the organisation to whom a referral should be made (determined by the individual's role and responsibilities in relation to child protection/safeguarding concerns.
- Where concerns are about a child within their family, the school will refer to the statutory agencies in the area where the child lives (Police and/or CSCS).
- Where concerns are about possible or actual abuse of a child by someone within the school, the School will refer this to the statutory agencies.
- Where it is known that the person against whom the allegation is made works with children elsewhere, the school will seek the advice of the statutory agencies regarding whether information should be shared, and if so, by whom.
- If the school has deemed someone unsuitable to work with children as an outcome of its disciplinary process it will refer that person's name to the appropriate authority. The outcome of disciplinary processes will be shared within the school strictly on a need to know basis.
- The outcome of disciplinary processes would not normally be shared with external agencies except where the individual has given consent, for example for the purpose of providing a reference
- The school has in place policies and procedures that ensure the appropriate recruitment and selection processes are applied that reflect the need to protect children.
- The school uses an umbrella organisation to access DBS information.
- It is unlawful to share the contents of a DBS disclosure with other organisations
- All information held regarding complaints about poor practice will usually be shared with the consent of the individual against whom the complaint has been made, for instance, when an individual has consented to a reference being taken up by another organisation.
- Information held about complaints of poor practice will only be shared within the school on a need to know basis.
- **When information need to be shared quickly in order to enable statutory agencies to act, information may initially be shared verbally, but will be followed up in writing (see above)**
- The reason to share, or not to share, information will always be recorded by the school

Recording, Storage and Disposal of information:

- Information about different individuals will be recorded separately
- Written information, in whatever form, will be stored securely in accordance with data protection legislation
- All reasonable steps will be taken to ensure safe receipt of information
- Written communication will clarify to what extent information should be shared within the school
- Consent to share information will be sought from the individual unless this:
    - Puts children at risk
    - Refusal is unreasonable or not in the public interest
    - Consent cannot be obtained
    - The organisation is advised not to do so by a statutory agency
    - Information is safely stored and only available to authorised individuals.

Additional copies of information for a specific purpose, such as a disciplinary hearing, will be shredded after use.