

## Effective Information Sharing Factsheet

Everybody who works with children and families need to understand the balance between maintaining confidentiality and the importance of sharing, when this will support children to reach their full potential and safeguard them from potential harm. No major enquiry has ever criticised staff for sharing information but the lack of sharing information has been highlighted within a number of serious case reviews.

It is not necessary to seek consent to share information for the purposes of safeguarding and promoting the welfare of a child. However, it is good practice to inform parents / carers that you are sharing information for these purposes and to seek to work cooperatively with them

**IF** this does not put the child at risk of significant harm. Practitioners must have consideration for the relevant data protection legislation but not treat this as a barrier.

### Top Tips for Sharing Information

- ✓ Start conversations with the parents/carers early. Do not wait until you have a list of concerns. This will help with identification, assessments and responses to be carried out in a timely way.
- ✓ Be familiar with the process for sharing information within your own organisation. If you are unsure or have concerns about when to share, discuss this with your designated safeguarding lead or call the [MASH](#). **Think:** what would be the impact on/risk to a C/YP if I do not share information which could safeguard them? Keep a written record of the rationale you used when deciding to share information to safeguard a C/YP.
- ✓ Do not assume that others will pass the information on so that you don't have to. Be proactive and follow up on actions to ensure they have been completed.
- ✓ Ensure the information you are sharing is relevant, accurate and provided at the right time.
- ✓ Ensure you are sharing information securely. If you are sending information via email it is your responsibility to ensure that you are sending from a secure email TO a secure email. If you are unsure, discuss this with your manager.
- ✓ Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions, (for example in domestic abuse cases).

- ✓ Click [here](#) and go to page 18 to read more about information sharing.
- ✓ Click [here](#) to read the guidelines provided by the Government on sharing information.
- ✓ Click [here](#) to view the "When and How to Share Information" flowchart on page 12. You can print this out and display it in your staff room or office to refer to and remind all staff.
- ✓ Click [here](#) to view the Data Protection Act Factsheet.
- ✓ Click [here](#) to view the West sussex Continuum of Need Guidance