



Information Sharing

September 2024



Purpose and Aim

World Alternative Education Limited Information Sharing Policy aims to provide clear direction to staff and others about expected codes of behaviour in the sharing of information of a confidential nature. The policy also aims to make explicit the company's commitment to the development of good practice and sound procedures to keep children and adults safe in our company.

Information sharing

Information sharing is vital to safeguarding and promoting the welfare of children and young people. A key factor identified in many serious case reviews (SCR's) has been a failure by practitioners to record information, to share it, to understand its significance and then take appropriate action. This policy aims to set out clear standards required by everyone.

The seven golden rules of information sharing

World Alternative Education Limited follows the Government golden rules of information sharing and these are embedded into everyday practice:

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 confidential information. You may still share information without 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, is shared only with those people who need to have it, is accurate and up-to-date, is shared 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.

Legislation guidelines

The Education Act 2002, section 175 (for maintained schools and settings), The Education (Independent School Standards) Regulation 2014 (for academies/free schools) and the Education non maintained special schools (England) Regulation 2015 sets out the need for all schools/settings to have appropriate safeguarding arrangements in place.

The legislation also sets out the duty to work co-operatively with external organisations. Although the legislation for Data Protection and Human Rights is in place, the learning from serious case reviews is clear, 'Where there are concerns about the safety of a child, the sharing of information in a timely and effective manner between

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organisations can reduce the risk of harm' (Information Sharing,2015) and therefore both internal and external procedures should always be in place for sharing information.



Section 10 and 14B of the Children 2004, is explicit in highlighting the need for all agencies to share information with each other, and the Local Authority.

Information sharing internally within the company

Sharing information either verbally, electronically or in paper format between members of our company need to be consistent and follow our safe practice. All staff should be fully aware of the company's expectations when sharing information about children, adults and their families. Any information that is shared could be requested by the individual or another agency in the future. Therefore best practice means that information needs to be accurate, factual and does not include personal interpretation or recommendation. Any recordings that are made that are not part of the central, secure recording process must not identify an individual child, adult or their family. In these circumstances the use of initials and year group would be appropriate.

Information sharing externally to parents and multi-agency partners

The same principles of sharing information internally, apply to those members of staff who due to their role and responsibility have permission to share information with parents and multi-agency partners.

Information sharing for child protection

Information sharing is necessary in the safeguarding and protection of children and all staff within the company must follow our Child Protection Policy where there is any evidence that a child is at risk of significant harm, (as defined by the Children Act 1989) through observation or disclosure from the child.

Internal reporting for child protection

At any point, if staff believe in their professional opinion a child is at risk of significant harm they must inform the Designated Safeguarding Lead (s) immediately.

The Designated Safeguarding Lead is Mr. Andrew Burlison.

Information sharing is also necessary where there are concerns around the behaviour or practice of adults within the setting either employed staff, contractors or visitors. If there are any issues raised about the conduct of any adult on site either towards a child or another adult this must be reported directly to the Director.

(See Confidential Reporting and Whistle blowing Policy)

The Director is Mr. Andrew Burlison.

External reporting for child protection

The role of the DSL is to make a decision based on the information shared about the risk of harm to the child. If the child is deemed to be at risk of significant harm from a person who has care, custody or control of them then an external referral will be made to the MASH team in Durham via the Customer Service Network on (0191) 520 5560. Contact will also be made to the relevant educational establishment of whom the young person comes from. Firstly

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this will be verbally, followed up in writing. The DSL may also wish to involve the police if the concern is of a criminal nature in which case they would contact the protection of vulnerable people unit on 03456 043 043.



If the child is not deemed at risk of significant harm but is in need of support and help a referral to Strengthening Families can be made with consent and agreement from parents. This involves help and support without the need for statutory intervention.

Under Keeping Children Safe in Education 2016 (flow diagram) it states 'If at any point, there is a risk of immediate risk or serious harm to a child a referral should be made to children's social care immediately. Anybody can make a referral. This would be in exceptional circumstances only'.

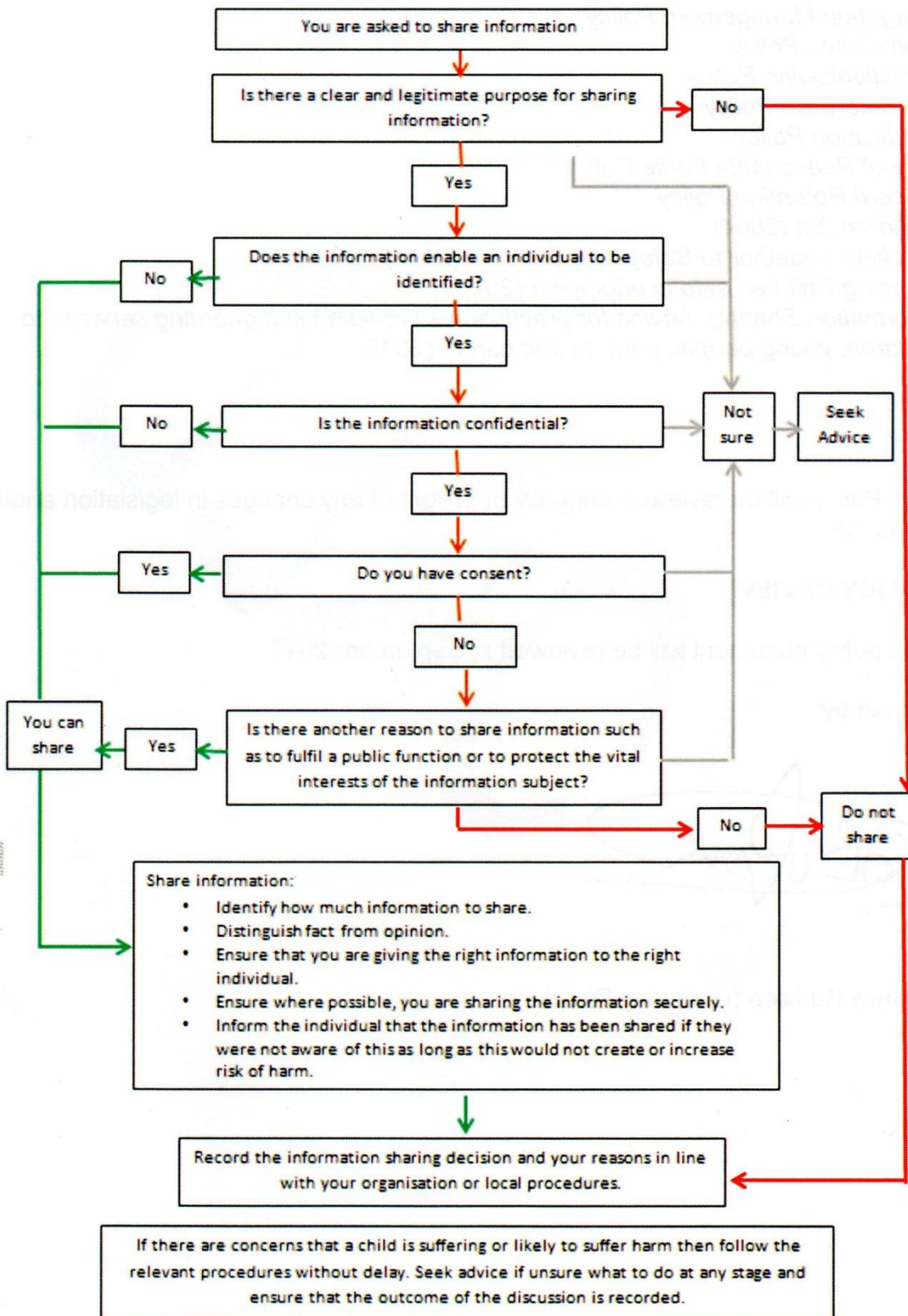
External information sharing for allegations/complaints

The role of the Director is to make a decision about the risk of harm towards a child from another adult employed, working or visiting the company. If a child or adult discloses harm by another adult then the Director must contact the Designated Officer, within the LA for immediate advice.

If the disclosure/allegation is made against the Director then it must be reported to the host school/ head teacher who will contact the (LA) Designated Officer. If the disclosure/allegation is made against the company the Local Authority and OFSTED should be notified. In addition, the LSCB can require an individual or body to comply with a request for information, as outlined in Section 14B, Children Act 2004. This can only take place when the information requested is for the purpose of enabling or assisting the LSCB to perform its functions.



The following flow chart can support you in understanding when and how to share information:



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Please note that this policy should be read in conjunction and be consistent with the:

Safeguarding and Child Protection Policy

Complaints Policy

Whistle blowing Policy

Medical conditions Policy

Physical Intervention Policy

Children Act (2004)

Working Together to Safeguard Children (2015)

Keeping Children safe in education (2016)

Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (2015)

Policy Review

This policy will be reviewed annually or in light of any changes in legislation and/or guidance.

This policy document will be reviewed in September 2025.

Signed by:

Martin Coy (General Manager)

M Coy

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