



7 minute briefing

Learning into practice

How will you **embed** this 7-minute briefing into practice?

Where will you **reflect** upon your practice specifically relating to information sharing and seeking?

How will you **challenge** colleagues and partners on how they share information?

Remember that if you do not **understand** the information being shared- pick up the phone and ask!

Areas of concern

As professionals we are privy to lots of personal information about the people we support. We communicate about complex and sensitive subjects regularly. When recording be sure to differentiate between facts and your professional opinion 'what did I see/hear and what do I think it means for this adult/child?' Consider, also, what it might mean for any other related person.

If you are concerned about a practitioner, please speak to your line manager or the relevant safeguarding lead in your setting. There is also the escalation policy which can be referred to [Escalation-and-Resolution-Protocol-](#)

Practicalities

Additional considerations should be made by:

- Ensuring that any information shared has been both received, and understood
- It is good practice to inform individuals when information is shared about them, provided it is safe to do so

Why?

Good record keeping and information sharing between professionals is essential to effective safeguarding practice. This area of practice is frequently highlighted in local and national practice reviews as a concern for frontline practitioners. Effective sharing of information between practitioners and local organisations and agencies is essential for early identification of need, assessment, and service provision to keep children safe

In the Arthur and Star review, the National Panel reference 'information seeking' as an essential part of information sharing. If you do not know or understand, ask. [NSPCC: summary of Arthur and Star review](#)

The principles of information sharing

The most important consideration is whether sharing information is likely to support the safeguarding and protection of a child.

- Necessary and proportionate
- Relevant
- Adequate
- Accurate
- Timely
- Secure
- Record

Seven Golden Rules for Information Sharing

- GDPR and Data Protection Act 2018
- Be open and honest
- Seek advice from colleagues
- Share information with consent
- Consider safety and wellbeing
- Ensure that the information you share is necessary for the purpose for which you are sharing
- Keep record of your decision and the reason [Information Sharing Govt advice \(2018\)](#)

Education

[KCSIE 2022](#) advises that schools recording should include

- a clear and comprehensive summary of the concern
- details of how the concern was followed up and resolved
- a note of any action taken, decisions reached and the outcome.

When transferring a file, the Designated Safeguarding Lead (DSL) should consider whether additional information should be shared to help them put the right support in place for the child or young person.

Safeguarding and Child Protection information, usually held by the DSL, is defined as 'special category data'

