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|  | **Guidelines for Sharing Confidential Information** |
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| **Information Sharing Procedural Guidelines** |

1. Staff may find themselves wishing or being asked to share information of a confidential nature about children and young people using the Baby Equipment Loan Service & Toy Library (BELS & TL)’s services. This may be because:

* the staff member is of the view that the child or young person may benefit from additional support
* someone from another agency has been in touch and wishes to know something about the child’s or young person’s involvement with our service
* the child or young person has been referred for further help
* the staff member is concerned that a child or young person may be at risk of serious harm, or there is a serious crime that may have been committed or about to be committed involving the child or young person.

1. Before sharing the information, the staff member should record what it is they wish to share, who they wish to share it with, and the purpose of doing so. If the reason involves risk of harm to a child or young person then child or young person protection procedures should be referred to immediately. In any other situation these guidelines should be followed. BELS & TL’s Designated Safeguarding Officers (DSOs) may be consulted to help clarify the situation.
2. The staff member should then consider the issue of consent to the information being shared. The matter should be discussed with the child or young person if they can understand it. If, in the view of the staff member, the child or young person is competent to give their consent then this should be sought.
3. When seeking consent, the staff member should ask for this in writing if possible. The child or young person should be made aware of what information is to be shared, the purpose of doing so, with whom it will be shared and the consequences of it not being shared.
4. The staff member should then pass the information on to the agreed agency without delay, ensuring:

* the information is shared securely
* the information shared is accurate and up to date
* clear distinctions are made between fact and opinion

1. If consent is withheld, or if it cannot be sought because of a risk of harm or due to the risk of a serious crime being committed, then the staff member should consult with their manager on whether the information should be shared without consent.
2. If the decision is not to share the information, this must be recorded, and the reasons stated. If the decision is to share the information, then this must be done by either the manager or the staff member as soon as possible. The decision to share information should be recorded along with the reasons for doing so and the details of how this was done.

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| **Designated Safeguarding Officers (DSOs)** |

**Current Designated Safeguarding Officers**

**Katherine O’Donnell**

**Gemma Pinkney**

**Deb Walters**

**0191 2635770**

[**team@belsnorthtyneside.org.uk**](mailto:team@belsnorthtyneside.org.uk)

**Management Committee Safeguarding Representative**

**Charlotte Kennedy**

**0191 2635770**

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| **Other Documents in this Series** |

This document is one of a series of nine that detail BELS & TL’s strategy for protecting children and young people. The other documents are:

SG1- Safeguarding Children and Young People

SG2 - Code of Conduct for Adults working with Children and Young People

SG3 - Code of Conduct for Young People

SG4 - Anti-Bullying Policy and Procedures

SG5 - Procedure for Protecting Children and Young People at possible Risk of Abuse

SG6 - Dealing with Allegations made against an Employee or Volunteer

SG7 - Dealing with Allegations made against another Child

SG9 - Guidelines on the Storage and Retention of Records

In addition to the above this policy should be read alongside our policies and procedures on:

* Acceptable Access to and Use of Information and Communication Technologies (ICT)

e-safety Policy

* Communications Policy
* Complaints Procedure
* Disciplinary Policy and Procedure
* Equality and Diversity Policy
* GDPR Privacy Policy
* Grievance Policy and Procedure
* Health & Safety at Work Policy
* Recruitment & Selection Policy and Procedure
* Staff Induction Checklist
* Volunteer Policy and Procedure
* Whistleblowing Policy

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| **Document details** |

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Registered Charity Number 1196768

Date Released: October 2019 and updated November 2020. (Change of DSOs) and updated January 2022 (change of DSOs and changing to a CIO).

Updated January 2023 (change of DSOs and minor changes)

Updated 30.1.2024.

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VODA North Tyneside