You are asked to or wish to share information

Is there a legitimate purpose for sharing information?

Yes → No

Does the information enable a person to be identified?

Yes → Yes

Is the information confidential?

Yes → No

Do you have consent?

Yes → Yes

Do you have a statutory obligation or court order to share?

Yes → No

You can share

Is there sufficient public interest to share?

Yes → You can share

No → Do not share

Share Information:

- Identify how much information to share.
- Distinguish fact from opinion.
- Ensure that you are giving the information to the right person.
- Inform the person that the information has been shared if they were not aware of this and if it would not create or increase risk of harm

Record the information sharing decision and your reasons, in line with your agency’s procedures or local protocols.

Seek advice from your manager, supervisor, child protection advisor or Caldicott Guardian if you are not sure what to do at any stage and ensure that the outcome of the decision is recorded.

www.everychildmatters.gov.uk/safeguarding/?asset=document&id=17378

www.everychildmatters.gov.uk/socialcare/safeguarding/
www.everychildmatters.gov.uk/resources-and-practice/IG00060/

www.everychildmatters.gov.uk/resources-and-practice/IG00065/

www.everychildmatters.gov.uk/resources-and-practice/IG00065/