

## G35 - British Canoeing Safeguarding Information Sharing Guidance

It is vital that safeguarding information is managed confidentially and is only shared with those who need to know and in order to keep someone safe from harm. In addition, safeguarding information should be shared safely and securely.

If you are required to share safeguarding information in your setting, you need to ensure you are following the guidance below:

**Necessary** – is the information necessary in keeping the child, children or adult/s at risk safe?

**Proportionate** – how much information needs to be shared? It may not be appropriate to share all information. Assess the risk and use this information to make decisions about what information needs to be shared to ensure children and/or adults are safeguarded.

**Relevant** – only include information that is relevant to the situation and required to make decisions or to take action to keep children and/or adults safe. Only share information with relevant people on a need-to-know basis. Ask yourself, does the person need this information in order to keep the child/adult safe? If the answer is no, then they don't need the information.

**Accurate** – include factual information where possible. If any opinions are stated, these should be evidence based. Include times and dates of information and accurate information about the individuals concerned.

**Timely** – if information sharing is required, share information at the earliest opportunity. However, don't rush into sharing information without the appropriate decision-making processes.

**Secure** – how is information shared, stored and for how long? There are guidelines in place to help you work this out [HERE](#).

### Good Practice Top Tips

**Remember that the Data Protection Act and UK GDPR legislation are not a barrier to sharing information for the purposes of keeping children and young people safe** - the legislation provides a framework to ensure that personal information about living individuals is shared appropriately.

The Data Protection legislation does place greater significance on organisations being transparent and accountable in relation to their use of data and therefore you should consider the following to ensure you are acting in accordance with best practice:

**Be open and honest** – where appropriate it is important to keep all relevant parties informed of information sharing plans, processes and boundaries.

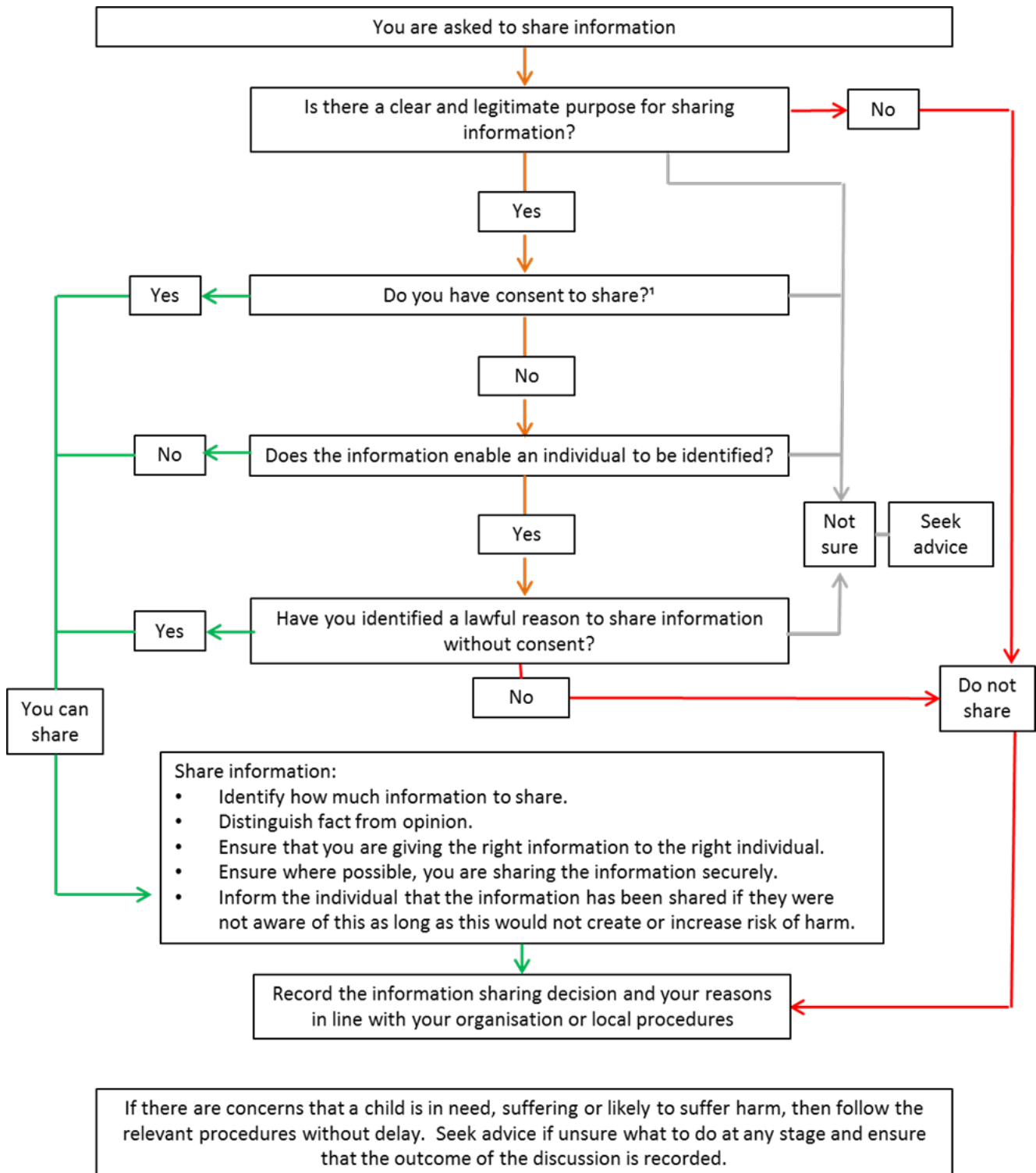
**Seek advice** - from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.

**Share with consent where appropriate** – seek consent from the individual before sharing their information where possible. However, consent may not be appropriate if informing the individual would place a child/adult or others at risk and under the UK GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, which includes where safety may be at risk. If the concern is about a child, then parents must be informed at the soonest possible time, as long as informing the parents does not put the child at risk or further risk of harm.

**Consider safety and well-being** – include considerations of support needs for all involved, including for those about whom information is being shared, any risks of sharing the information and how these would be managed.

**Keep a record** – recording is important at every stage – including recording how and why decisions were made about information sharing. All records should be signed and dated.

Below is a flowchart to help you make informed decisions on when and how to share information.



*\*Consent must be unambiguous, freely given and can be withdrawn at any point.*