



# Safer Seven

On: Information Sharing



## 1. Background

Sharing information is crucial to safeguarding children and adults with care and support needs—poor information sharing is repeatedly flagged up as an issue in CSPRs and SARs.

In some SARs information sharing has happened, but practitioners have not checked that their meaning had been understood, which could lead to delays or errors in safeguarding of those in

## 2. Why does it matter?

“Fears about information sharing cannot be allowed to stand in the way of the need to safeguard and promote the welfare of children at risk of abuse and neglect.

No practitioner should assume that someone else will pass on information which may be critical to keeping a child safe.” (HM Government, 2015:5)

## 3. Information

The Government has published seven principles to help practitioners working with individual to share information between organisations. Information sharing should be:

1. Necessary and proportionate
2. Relevant
3. Adequate
4. Accurate
5. Timely
6. Secure
7. Recorded.

Myth busting guidance for professionals is available here: [Information sharing advice for practitioners](#)

## 4. Information Sharing

Effective safeguarding requires professionals to work together in partnership, between agencies and, sometimes, across geographical boundaries.

Decisions regarding information sharing, whether the decision is to share or not, should be recorded with reasons for the decision.

If the decision is not to share information, it is good practice to inform the requester of this.

“Remember: The most important consideration is whether sharing information is likely to safeguard and protect the child or adult with care and support needs”.

## 5. What can you do?

- Use the “seven golden rules to sharing information”
- Consider if there is a clear and legitimate purpose for sharing information
- Identify how much information to share
- Distinguish fact from opinion
- Ensure that you are giving the right information to the right individual
- Ensure that you are sharing the information securely
- Inform the individual that the information has been shared, as long as this will not create or increase the risk of harm.

## 6. Things to consider

- Think about or, better still, discuss with a colleague the issues raised in this briefing:
- Check that information is sent to the correct place, received, and understood
- Be familiar with internal and multi-agency recording and information sharing policies
- Consider how well your records reflect the lived experience of children/adults
- The most important consideration is whether sharing information is likely to safeguard and protect a child or adult at risk.

**If necessary, spell out the boundaries of onward sharing**

## 7. Further Information

- **West Midlands Procedures for Children:** <https://westmidlands.procedures.org.uk/>
- **West Midlands Procedures for Adults:** <https://www.safeguardingwarwickshire.co.uk/safeguarding-adults/i-work-with-adults/west-midlands-regional-safeguarding-information-hub>
- **UK Government Information sharing advice practitioners:** [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/721581/Inf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Inf)

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