



Christ the King Catholic Primary School

Information Sharing Policy

2023-24



Christ the King Primary School

- ✦ To live & learn together in harmony.
- ✦ To grow & develop in Christ.
- ✦ To reflect God's love in all we do.



This policy is a statement of the aims and strategies for safeguarding pupils at Christ the King Catholic Primary School in relation to legally sharing information regarding Child Protection with colleagues and fellow professionals. It should be read in conjunction with the Child Protection and Safeguarding Policy. Please also see Keeping Children Safe in Education 2023 and Working Together to Safeguard Children 2023.

All staff are familiar with and have copies of the following information:

- *Keeping Children Safe in Education (2023)*
- *Working Together to Safeguard Children (2023)*
- *Information sharing- Advice for practitioners providing safeguarding services to children, young people, parents and carers (2018)*

Staff are familiar with the 7 golden rules of Information sharing. This information has been emailed to all staff and is on display on the staff Safeguarding notice board.

The seven golden rules to sharing information

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (see principles).
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.



At Christ the King Catholic Primary School, we recognise that information sharing is an important part of safeguarding children and vulnerable people. Where possible, the school always seeks to gain the consent to share information and respect the wishes of those who do not consent to having their information shared.

GDPR, Data Protection Act 2018 and human rights laws are not barriers to justified information sharing, but exist to provide a framework to ensure that personal information about living individuals is shared appropriately. Information can be shared legally without consent if a practitioner is unable to gain consent, cannot reasonably be expected to gain consent or if to obtain consent could place a child at risk. Relevant personal information can be shared lawfully if it is to keep a child who is at risk safe from neglect or physical, emotional or mental harm or if it is protecting their physical, mental or emotional well-being.

The Designated Safeguarding Lead (DSL) will, in the majority of instances, be the one to share sensitive and confidential information including Child Protection information. In her absence the Deputy DSLs are able to share information with colleagues and professionals from outside agencies. The DSL and DDSLs use their professional judgement when making decisions about what information to share, and should follow procedures set out in this document. The most important consideration is whether sharing information is likely to support the safeguarding and protection of a child.

The principles of sharing information appropriately at Christ the King Catholic Primary School are set out below. We ensure that the information that is shared is:

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

The school shares appropriate information with safeguarding agencies such as children's social care, early help organisations and education agencies such as outreach services and health agencies such as speech and language.

Appropriate parental consent will be sought and obtained before any referral to an outside agency with the exception of referrals to children's social care and/or the police where there is a concern for the safety of the child.

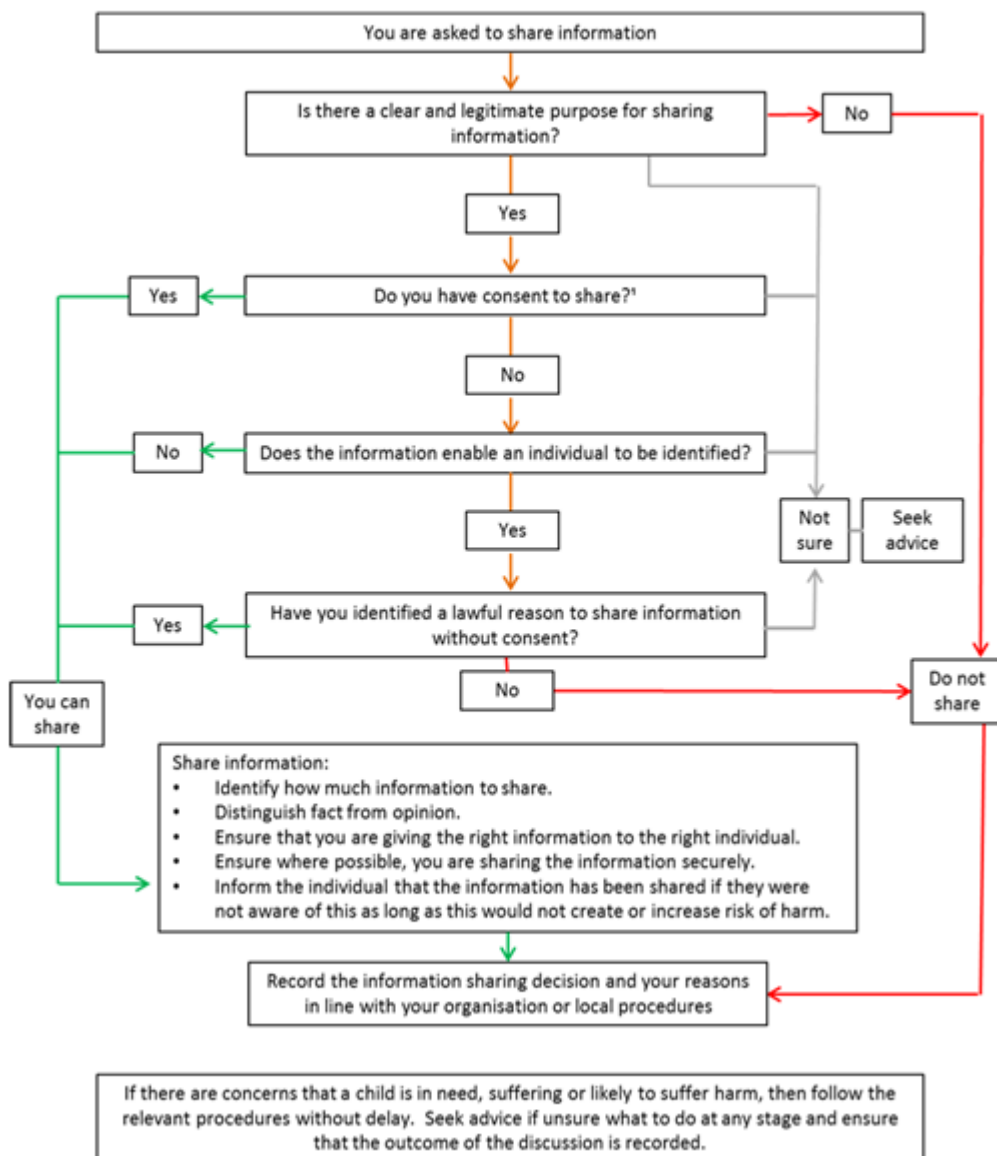
If an outside agency telephones and asks for information on a particular family or child, the member of the office team will transfer the call to a member of the SLT or take a message for a member of the SLT to call them back.

Requests for information regarding individuals is never given to cold callers over the telephone. We ask that all requests for information regarding individuals are put in writing via email from a recognised education, health or local government email address.

When schools or local government individuals request information by telephone, we always ask for a phone number to call the organisation back.

We use the flowchart below to support our decision on whether to share information regarding individuals upon request:

Flowchart of when and how to share information



Named people who are able to share information with outside agencies are restricted to:

- DSL/DDSL/Leadership team regarding safeguarding and child protection.
- Inclusion Manager with regards to children who have additional or SEND, EAL or medical conditions or children currently undergoing assessments.
- Attendance and Punctuality Officer in relation to children whose attendance and punctuality is a concern.



Sharing information with other schools:

Christ the King Catholic Primary school follows the Islington guidelines for the safe management and transfer of Child Protection records (Guidance for the Management and Transfer of School Child Protection Records from Early Years Settings, Schools, Academies, Pupil Referral Units and Colleges, 2014) and ensures it is compliant with the statutory guidelines a set out in KCSIE (2023).

Every child at Christ the King Catholic Primary school with current or historical child protection issues, that the school is aware of, has an individual child protection folder with all the information and documents regarding the case in. These files are either stored electronically (on CPOMS) or if the children started the school prior to September 2021 in paper form. All Child Protection Files are separate from general school and personnel files. When a child transfers to a new school, whether as part of secondary school transition or to another primary school, Christ the King transfers the files at the earliest opportunity. The paper files are sent either by hand or by recorded delivery. The school requests the receiving school acknowledges safe receipt if the files. Electronic folders are sent securely to schools who have the same on-line management system.

We recognise that parental consent is not required prior to transferring these files as they are held and transferred to prevent harm to the child.

This policy will be reviewed annually. It is due to be reviewed in autumn term 2023-24.