

This wall chart is the local guide to the HM Government's non-statutory guidance, "Information sharing: Practitioner's guide. Integrated working to improve outcomes for children and young people." DfES 2006.

The full version and associated guidance is available on the internet at www.everychildmatters.gov.uk/delivering-services/informationsharing/

The 2006 guidance was adopted as the local information-sharing protocol by Children and Young People's Partnership of Bath and North East Somerset on 12 December 2006, replacing previous documents.

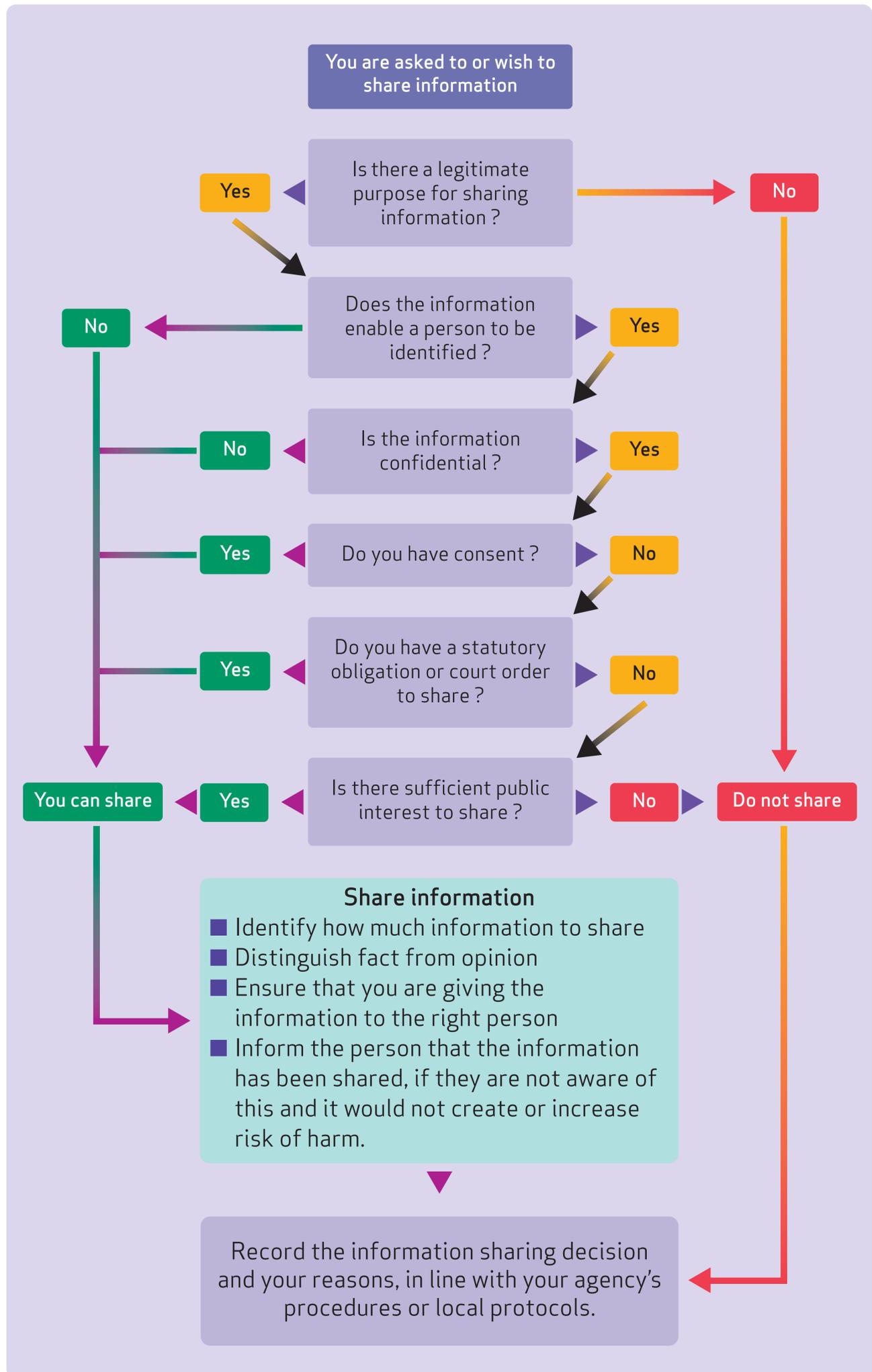
A copy of the practitioner's handbook can be downloaded from the B&NES Council website.

It was developed by Bath & North East Somerset Council, Bristol City Council, Bristol Primary Care Trust, Connexions West of England, North Somerset Council, North Somerset Primary Care Trust, South Gloucestershire and South Gloucestershire Primary Care Trust, in consultation with Avon & Somerset Constabulary, Bath & North East Somerset Primary Care Trust, North Bristol (NHS) Trust and United Bristol Healthcare Trust.

Six key points on information sharing

- 1 You should explain to the child, young person, parents and other family members at the outset, openly and honestly, what and how information will, or could be shared and why, and seek their consent. The exceptions to this are where to do so would put that child, young person or others at increased risk of significant harm or an adult at risk of serious harm, or if it would undermine the prevention, detection or prosecution of a serious crime (which could cause such harm) including where seeking consent might lead to interference with any potential investigation.
- 2 You must always consider the safety and welfare of a child or young person when making decisions on whether to share information about them. Where there is concern that the child may be suffering or is at risk of suffering significant harm, the child's safety and welfare must be the overriding consideration.
- 3 You should, where possible, respect the wishes of children, young people or families who do not consent to share their information. You may still share information, if in your judgement on the facts of the case, there is sufficient need to override that lack of consent.
- 4 You should seek the advice of your line manager or agency safeguarding adviser, where you are in doubt, especially where your doubt relates to a concern about possible significant harm to a child or serious harm to others.
- 5 You should ensure that the information you share is accurate and up-to-date, necessary for the purpose for which you are sharing it, shared only with those people who need to see it, and shared securely.
- 6 You should always record the reasons for your decision – whether it is to share information or not.

Information sharing flowchart



Seek advice from your manager, supervisor, child protection adviser or data protection officer if you are not sure what to do at any stage and ensure that the outcome of the discussion is recorded.