



## **Recording Concerns and Information Sharing**

### **Policy Statement**

At Teach in Time , we recognise the importance of accurate and secure record-keeping when it comes to safeguarding the children and young people we work with.

This document sets out the procedure for recording concerns and sharing information in compliance with UK law, ensuring that relevant information is appropriately documented and shared to promote the safety and well-being of children and young people.

This guidance has been developed in accordance with Keeping Children Safe in Education (DfE, 2022), DfE Guidance on Information Sharing (July 2018) and Working Together to Safeguard Children (DfE, 2018).

### **Definitions**

- Concerns: Any information, observation, or suspicion that raises a safeguarding issue or indicates a risk to the welfare of a child or young person.

### **Aims and Objectives**

- To provide clear guidance to all Teach in Time staff on how to record concerns accurately, confidentially, and in compliance with data protection regulations.
- To ensure that concerns are appropriately shared with designated individuals or agencies to take necessary safeguarding actions.
- To maintain accurate and secure records of concerns and actions taken, enabling effective monitoring and review of safeguarding practices.

## **Procedures**

### **Recording Concerns**

- Staff members who have a safeguarding concern must document it as soon as possible using the safeguarding incident report form.
- The record should include the date, time, location, nature of the concern, individuals involved, and any relevant details or observations.
- Language should be objective and factual, avoiding assumptions, personal opinions, or discriminatory language.
- Any visible injuries or marks should be described objectively using a body map, which is supplied as part of the form. No photographs should be taken.
- All records should be signed, dated, and stored securely in accordance with data protection regulations.

### **Information Sharing**

- Information sharing should follow the principles of necessity, proportionality, and consent, ensuring that information is only shared with individuals or agencies who have a legitimate need to know.
- Staff members must obtain informed consent from the child or young person and their parents or legal guardians before sharing their personal information, unless there are legal or safeguarding reasons that justify sharing information without consent.
- Information sharing should be done in a secure and confidential manner, using appropriate channels and methods of communication, such as encrypted emails or secure online systems. This should be undertaken by the DSL only unless absolutely necessary (for example, if a referral is made directly by a staff member to Childrens' Social Care in an emergency situation).

- Staff members must record details of the information shared, including recipients, dates, and purposes, while adhering to data protection regulations.
- When sharing information with external agencies, staff members should follow local child protection procedures and statutory guidance, ensuring that relevant professionals are informed of safeguarding concerns appropriately.
- Teach in Time will ensure through safeguarding training that staff members are aware of the limits of confidentiality and understand their responsibilities regarding information sharing.

### **Retention and Storage**

- Records of concerns and information sharing should be retained securely and confidentially in compliance with data protection regulations and organisational policies.
- Records should be stored electronically or in locked filing cabinets, accessible only to authorised personnel.
- Records should be regularly reviewed and updated to ensure accuracy and relevancy, while obsolete or unnecessary information should be securely disposed of in accordance with data protection regulations.

### **Training and Awareness**

- All staff members will receive regular training on recording concerns, information sharing, and data protection regulations to ensure compliance.
- Teach in Time will maintain up-to-date knowledge of UK legislation and statutory guidance on record-keeping, information sharing, and data protection, incorporating any necessary updates into training programs and procedures.

**Review**

- This policy and procedure will be reviewed annually or in response to significant changes in legislation, guidance, or operational requirements.
- Feedback from staff, children, and young people, as well as any incidents will be considered in the review process to ensure continuous improvement.
- Any necessary updates or revisions will be communicated to all staff members, and appropriate training and support will be provided to ensure compliance.

**Reviewed and updated: 01/02/24**

**Date of next review: 01/25/25**