

Information Sharing Fact Sheet

Why share information?

Sharing information is vital for safeguarding the welfare of children and young people and for providing effective and efficient services. It is important not just in safeguarding situations but also in early intervention and preventative work, and especially at points of transition in the life of a child or young person. In Haringey, we encourage a culture where information is shared with confidence as part of routine service delivery. We also recognise that it is important people remain confident their personal data is kept safe and secure and practitioners maintain the privacy rights of the individual.

Haringey's information sharing guidance for practitioners working with children, young people and families provides clear advice on when and how information can be shared legally and professionally, and is based on HM Government guidance. Unless there is a statutory duty or court order to share information, information-sharing decisions must be based on your professional judgement. To inform your decision making, the guidance sets out seven golden rules, and seven key questions. The key questions are illustrated in the flowchart overleaf – for further information on each of them, please refer to the full guidance document – available at www.haringey.gov.uk/integratedworking.

Golden Rules for Information Sharing

1. **Remember that the Data Protection Act is not a barrier to sharing information** but provides a framework to ensure that personal information about living persons is shared appropriately.
2. **Be open and honest** with the person 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** if you are in any doubt, without disclosing the identity of the person where possible.
4. **Share with consent where appropriate** and, where possible, respect the wishes of those who do not consent to share confidential information. **You may still share information without consent** if, in your judgement, that lack of consent can be overridden in the public interest – for example, where you have concerns regarding significant harm or abuse.
5. **Consider safety and well-being:** Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.
6. **Necessary, proportionate, relevant, 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 people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
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.

Significant harm to infant, child or young person

If you have any concerns that an infant, child or young person may be or is at risk of significant harm or has been harmed or abused then you must make immediate telephone contact with First Response (contact details below). You will then be asked to confirm the referral by completing the First Response referral form and submitting it to First Response within 48 hours.

First Response

Address: 48 Station Road, 5th Floor, Wood Green, London N22 7TY

Tel: - 020 8489 4592 / 4582 / 5652 / 5762 - during office hours (Monday to Thursday 8.45am to 5pm; Friday 8.45am to 4.45pm)
- 020 8348 3148 - out of office hours (including weekends)

Fax: - 020 8489 2110

Flowchart of key questions for information sharing

