



## **Broomfield Park Swimming Club**

### **Confidentiality and information sharing**

Confidentiality must be maintained at all times when an allegation has been made and is being investigated. Organisations should only tell individuals who need to know and can help in managing the concerns. If parents/guardians are not implicated in the concern, ensure they are made aware at the earliest opportunity.

Consider the best method of communication to maintain confidentiality and be mindful of the environment. For example, who else is around you, can you make a phone call without others overhearing your conversation?

If breached, confidentiality can put the child in danger either by further inappropriate action of an individual(s) involved or other individuals who hear about the concern through rumours. Ultimately, any investigation to safeguard that child may be impeded by misinformation or rumours.

Information sharing is essential for effective safeguarding and promoting the welfare of children. It is a key factor identified in many serious case reviews, where poor information sharing has resulted in missed opportunities to take action that keeps children safe.

When taking decisions about what information to share, you should consider how much information you need to release. Not sharing more data than is necessary to be of use is a key element of the General Data Protection Regulation (GDPR) and Data Protection Act 2018, and you should consider the impact of disclosing information on the information subject and any third parties. Information must be proportionate to the need and level of risk.

The most important consideration is whether sharing information is likely to support the safeguarding and protection of a child. There will be incidents where to share information with a person (or their parent/ guardian) suspected of a criminal offence may compromise an investigation, and longer-term protection of children. Please seek advice from the Child Safeguarding Team in such cases.

The HM Government document entitled "Advice for practitioners providing safeguarding services to children, young people, parents and carers" July 2018 provides non-statutory advice to support practitioners in the decisions they take to share information, which reduces the risk of harm to children and young people and promotes their wellbeing.