

INFORMATION SHARING

7 Golden Rules for Information Sharing

PROGRESSION THROUGH EDUCATION AND CARE



Necessary

Is sharing information in this case needed? Could you prevent a child or adult at risk from harm or further harm by sharing?



Proportionate

Does the information you are sharing seem proportionate to the purpose you intend? Are you sharing the right amount of information and detail to the intended outcome or reason?



Relevant

Is the information you are sharing relevant to the concern or the organisation you are sharing with?



Adequate

Is the information you are sharing of good quality allowing the intended receiver to understand and act?





Secure

Share information securely and safely. Keep records stored safely on IT systems or locked draws. Only relevant people/ organisations should see the information you are sharing.



Timely

Do not hold onto information that needs to be shared. particularly when urgent. The longer the information takes to be received by the intended organisation the more danger the child or adult at risk could suffer



Accurate

Is the information truthful and accurate in detail? Information should not be embellished or changed in any way. Only use direct quotes where necessary and clear, precise detail to the best of your account or memory.