



## Information Sharing Flow Chart

### Principles of Information Sharing.

**When you are asked to share information or wish to share information, you need to consider:**

Does the information enable a person to be identified.

If so, is there a legitimate reason for you to share the information?

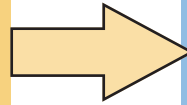
Is the information confidential?

If so, do you have consent to share the information?

If not, do you have the statutory obligation or court order share?

If consent is refused, or there are good reasons not to seek consent, is there sufficient public interest to share?

**At any time you think a child or young person is at risk of immediate/significant harm you must follow YPAS Safeguarding Policy and Procedures**



### Sharing Information Correctly.

**If the decision is to share the information, ensure that you are sharing information in the right way:**

Identify how much information to share.

Distinguish fact from opinion.

Ensure that you are giving the information to the right person.

Share Information

Inform the client that the information has been shared if they were not aware of this and if it would not create or increase risk of harm.

Record the information sharing decision and your reason on child or young person's file.

**Always properly record the decision and you reason whether you choose to share information or not**

**If you require further advice or support, please seek your Line Manager, a Safeguarding Officer or the Information Governance. Out of hours numbers are displayed in all practice areas. Ensure you record the outcome of your discussions with the aforementioned persons in the ch/yp file.**