

7

Further Information & Reflection

Bury Safeguarding Adult Board (SAB) Policies:
[Information Sharing](#) & [Record Keeping](#)

Bury Safeguarding Children Partnership (BSCP) Policies:
[Information Sharing](#) & [Record Keeping](#)

- Be familiar with internal, registry body and multi-agency recording and information sharing policies.
 - Consider how well your records reflect the lived experience of individuals / children you are working with.

6

Information Sharing Considerations

The Government has published [Information sharing advice for safeguarding practitioners](#) which includes the seven golden rules for information sharing, which should be:

1. Necessary and proportionate. 2. Relevant. 3. Adequate. 4. Accurate.
5. Timely. 6. Secure. 7. Recorded

Remember [The UK General Data Protection Regulations \(UK GDPR\)](#) are NOT a barrier to sharing information but provide a framework to ensure that personal information about living persons is shared appropriately.

5

When to Share Information

Information can be shared where it is necessary in the public interest and it outweighs the public interest served by protecting confidentiality (for example where serious harm may be prevented) or for the undertaking of an official safeguarding function and as such, consent is not required. Relevant circumstances include where there is reason to believe that an individual or child is at risk of death or serious injury as a result of actions/ inaction by the individual and/or the actions of others; where others including children are at risk; where a serious crime has been committed; where risks are considered to be escalating and a Team Around the Adult / Child approach is required.

Bury Safeguarding Partnership

7 Minute Briefing: Record Keeping & Information Sharing



[Bury Safeguarding Partnership](#)

1

The Importance of Record Keeping

Record keeping is an integral part of safeguarding. Often, it is only when several seemingly minor matters or incidents are considered holistically that the need to make a safeguarding referral is evident. Good record keeping enhances practice and the support that can be offered, enabling safeguarding information to be shared between practitioners, reducing the number of times an individual or child needs to tell their story. Good record keeping is key to accountability, to the individual, inspections and audits. It means that you, as a practitioner have an evidence trail as to your decision making, and the reason for it. Accuracy is essential as case files are legal documents. Access to records can be requested by regulators or service commissioners.

2

Effective Record Keeping

Good record keeping includes documenting all of the work that has been undertaken; actions, and decisions (including the rationale); progress; the views of the individual / child / families or carers; the individual or child's life history; and professional assessment and analysis of risk.

Records should be written at the time of or as close to the event as possible. This includes a record of the time, date and the circumstances in which conversations and interviews are held. Avoid jargon, use plain English and clearly differentiate between facts and professional judgements.

3

Record Storage & Handling

Handwritten notes or records should be uploaded onto your electronic recording system as soon as possible. Practitioners should refer to their organisations' policies/relevant registry body for additional guidance on the storage of records. It is important to note that practitioners must comply with their organisations Data Protection and Information Governance policies to ensure that personal information is dealt with legally, securely, and effectively. Information governance helps individuals understand what their data is used for, why it is used, and how it is used.

4

The Importance of Information Sharing

If safeguarding concerns are only considered from the view of a single agency there is a real danger that key aspects of the situation can be missed and the situation can be poorly understood or even misunderstood, resulting in issues with decision making. It is therefore essential that practitioners work in partnership through sharing relevant information such as notes, historic information, minutes and decisions from multi-agency meetings. All agreed actions should be shared as soon as possible with all attendees and other relevant parties to ensure effective protection, care and support.