



# Safeguarding Bowls

## Policy & Guidelines

April 2013



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## **Key abbreviations found in this document**

BDA	Bowls Development Alliance
BE	Bowls England
CMG	Case Management Group
CPO	Welfare Officer/Child Protection Officer
CPSU	Child Protection in Sport Unit
CSC	Children's Social Care
DBS	Disclosure & Barring Service (formally known as CRB)
EIBA	English Indoor Bowling Association Ltd
LSCB	Local Safeguarding Children's Board
NGB	National Governing Body
NSPCC	National Society for the Prevention of Cruelty to Children



# Safeguarding Bowls

## Introduction

Everyone in Bowls has a part to play in safeguarding young people and vulnerable adults. This policy includes guidelines for all those involved in the sport of bowls to ensure that everyone is aware of the processes that need to be gone through to ensure we keep all our young people and vulnerable adults safe in our sport.

**The Children Act 1989** and **Working Together to Safeguard Children** (DOH2006) highlight the shared responsibility of organisations to promote children's wellbeing and safeguard them from harm.

Child protection is an issue that all sections of a club should embrace.

It is not possible to eliminate all risks but it is important that those in bowls with a specific responsibility for junior players or members can demonstrate that they have assessed the risks and taken all steps to minimise them.

All individuals working and participating in bowls have a role to play in developing a safe environment to encourage children to play and enjoy the game.

To fulfil their commitment to safeguard and promote the welfare of children, all organisations that provide services for, or work with, children must have:

- clear priorities for safeguarding and promoting the welfare of children, explicitly stated in strategic policy documents.
- a clear commitment by senior management to the importance of safeguarding and promoting children's welfare.
- a clear line of accountability within the organisation for work on safeguarding and promoting the welfare of children.
- recruitment and human resources management procedures that take account of the need to safeguard and promote the welfare of children and young people, including arrangements for appropriate checks on new staff and volunteers.
- procedures for dealing with allegations of abuse against members of staff and volunteers.

- arrangements to ensure that all staff undertake appropriate training to equip them to carry out their responsibilities effectively, and keep this up-to-date by refresher training at regular intervals; and that all staff, including temporary staff and volunteers who work with children, are made aware of the establishment's arrangements for safeguarding and promoting the welfare of children and their responsibilities for that welfare.
- policies for safeguarding and promoting the welfare of children (e.g. pupils/students) including a child protection policy, and procedures that are in accordance with guidance and locally agreed inter-agency procedures.
- agreement to work effectively with other organisations to safeguard and promote the welfare of children, including arrangements for sharing information.
- a culture of listening to, and engaging in dialogue with, children – seeking children's views in ways that are appropriate to their age and understanding, and taking into account those views in individual decisions and in the establishment or development of services.
- appropriate Whistle-Blowing procedures, and a culture that enables issues about safeguarding and promoting the welfare of children to be addressed.

This aim of this document is to ensure that all of the above are covered, thus ensuring that the Bowls National Governing Bodies have fulfilled their commitment to safeguarding the sport for all young people and vulnerable adults.

## **Focus**

A child's welfare is paramount (a child is defined as any young person under the age of 18yrs).

All young people regardless of age, gender, racial origin, religious belief, sexual identity and disability have a right to enjoy sport free from all forms of abuse or poor practice.

The National Governing Bodies of Bowls, affiliated County Associations and all bowls clubs have responsibilities for the welfare of children who take part in their sport.

## **Bowls Development Alliance**

The Bowls Development Alliance (BDA), working together with Bowls England (flat outdoor green bowling) and the English Indoor Bowling Association Ltd (flat indoor green bowling), has developed these guidelines on behalf of the sport of bowls.

### **Aim:**

- to develop guidelines on safeguarding for the sport of bowls.
- ensure that bowls has clear and consistent child protection policies and procedures across all the Governing Bodies of the sport.
- communicate these guidelines across the family of bowls.
- to ensure that these policies and procedures are reviewed every three years or whenever there is a major change in legislation applicable to any of the organisations within Bowls.
- to ensure that all bowls organisations have clear roles and responsibilities within the process of child protection.

## **The National Governing Bodies of Bowls**

Each National Governing Body must ensure that all children are protected and kept safe whilst participating in the sport of bowls.

### **They will:**

- through the Bowls Development Alliance, provide guidance on child protection for parents and all those participating in the sport.
- adopt good practice in the recruitment ,training and supervision of staff, coaches and volunteers.
- advise County Associations and bowls clubs on best practice and recommend they adopt the safeguarding guidelines and adhere to appropriate codes of conduct.
- respond to allegations, concerns and complaints relating to child protection and welfare.
- implement and provide advice on how to manage the safeguarding process.

## County Associations

County Associations have direct responsibility for the welfare of children involved in bowls activities organised by the County. They should;

- Set an example by implementing effective county level procedures and promoting best practice.
- Seek to ensure effective protection and safeguarding of children by nominating a County Welfare officer.
- Promote education and training across the county.
- Promote the use of the “Safeguarding Children in Bowls” guidelines to develop best practice and communicate key basic procedures to all clubs in their county. Ensure the guidelines are available to download from the association’s website.
- Report any allegations or complaints in the County to the NGB designated Safeguarding Officer.

## Affiliated Clubs

All clubs must ensure they have welfare procedures in place. It is recognised that all clubs are different and guidelines need to be adapted to suit each case.

Under the Children’s Act 1989 each club has a responsibility to:

**“Do what is reasonable in the circumstances for the purpose of safeguarding or promoting the child’s welfare”**

Clubs should:

- Carry out an overall risk assessment
- Adopt policies and procedures as appropriate
- Nominate a Club Welfare Officer
- Promote training opportunities to club members

The Club Welfare Officer is not required to make a judgement regarding an incident but to report it to the National Governing Body Designated Safeguarding Officer.

## **Coaches**

Coaches have a very important part to play in protecting children and vulnerable adults from potential harm and are often the first to recognise that a child may be suffering from abuse of some kind.

It is very important that all coaches read the “Safeguarding Bowls” Policy & Guidelines document and are aware of the process to follow, to deal with any concerns. They should also ensure that any coaches employed or deployed by them also have knowledge of and abide by these guidelines.

### **Good Coaching practice**

Joint guidance was produced by sports coach UK and the Child Protection in Sport Unit in 2010 outlining best practice guidelines for coaches coaching young people’s activities.

It stressed the need for clear ratios for appropriate staffing/supervision ratios of coaches to participants (generally 1:8). This will minimise any risks to participants and enhance the benefits they draw from the activity

Coaches should never be left alone with an individual or group and it is recommended that at least one adult present is the same gender as the bowler or group of bowlers.

The Coach should hold an appropriate qualification, comply with minimum age requirements, have relevant insurance cover, hold a valid Criminal Records Bureau disclosure and have signed up to the relevant:

- Code of conduct
- Equality Policy
- Participant and Welfare policy
- Health and Safety Policy

## **Criminal Records Check**

The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) merged to form the Disclosure and Barring Service (DBS) in December 2012.

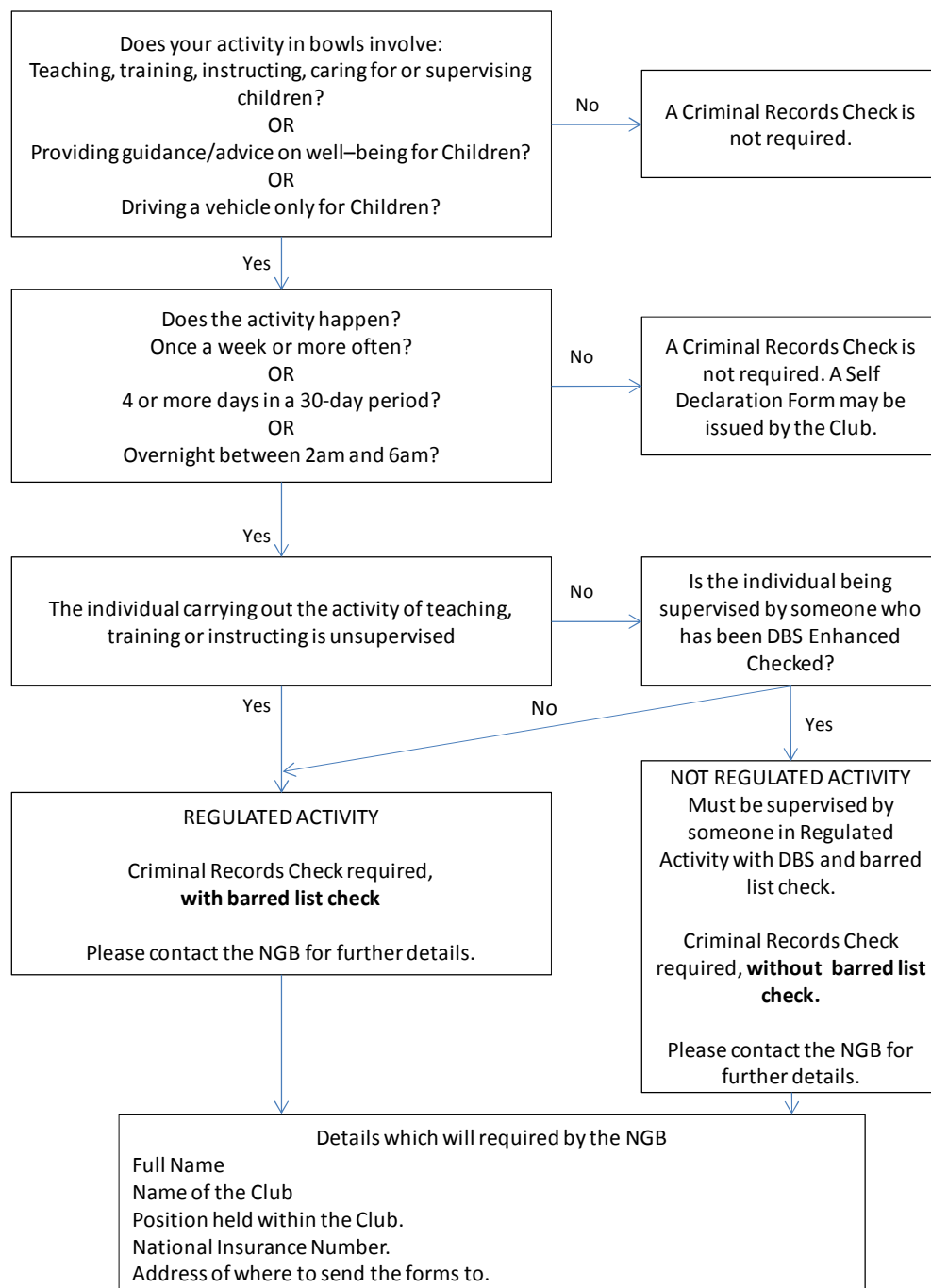
The DBS was established under the Protection of Freedoms Act 2012 (‘The Act’) and carries out the functions previously undertaken by the CRB and ISA, and the CRB application form has been replaced with a new DBS application form.

The Criminal Records Checks enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially work that involves children or vulnerable adults.

Bowls England and the English Indoor Bowling Association Ltd (EIBA Ltd) offer a criminal records checking service for all affiliated members.

Following changes introduced under The Act only those people who meet the eligibility criteria for a criminal records check are legally entitled to request one. Therefore firstly refer to the flowchart below to see if you require an Enhanced criminal records check.

### Do I require a Criminal Records Check?



Barred list check: a list of people barred from working with children.

Should you meet the eligibility criteria please contact your relevant National Governing Body to request a criminal records check application form – contact details are shown in Appendix 20 Internal Contacts.

Guidance on completing and returning the application form will be provided to all applicants.

## Implementation of the Guidelines

- The guidelines should be sent directly to all County Associations, Clubs and BDA Coaches and be displayed on notice boards and the contents communicated to all club members.
- Clubs are encouraged to complete the “Action Plan Framework” and template and display and communicate this to all members.
- Ensure ALL members of the club are aware of the guidelines and they are also drawn to the attention of parents of children who bowl.
- All clubs with junior members should appoint a Club Welfare Officer to deal with any concerns and ensure that their contact details are available to all members.

## Training

It is important that anyone who is involved in Safeguarding should develop their awareness of the subject and it is recommended any individual with a specific responsibility that they attend training relevant to their role.

- **NSPCC Child Protection Awareness in Sport & Active Leisure** – is an on-line learning programme which is also available in hard copy for home study and can be purchased independently. The four modules when completed result in a recognised certification;  
[www.educare.co.uk](http://www.educare.co.uk) tel 01926 436212
- **Sports coach UK** – 3 hour course (this course is available at a local level, organised by the local County Sport Partnership). This course is ideal for bowls coaches to attend and Club Welfare Officers would also find it useful .Contact details for your nearest CSP can be found on [www.safeguardingbowls.org](http://www.safeguardingbowls.org)
- **Club Welfare Officers Training**- this is a 3hr course provided by the CPSU which is tailored specifically for bowls. A series of courses will be developed and will be available in a number of regions across the country over the next two years.
- **Time to Listen** – Two day workshop specifically aimed at National Designated Safeguarding officers to help them to carry out their safeguarding role and responsibilities.

See appendix 21 –Training Programme

# Dealing with Concerns and Allegations

## Introduction

It is not the responsibility of those working in bowls to make judgements as to whether or not child abuse is occurring. It is however their responsibility to act on any concerns.

Adults within bowls have a duty of care to respond to inappropriate behaviour, abuse or bullying.

All information received and discussed must be treated in confidence and only shared with those individuals within the organisation who will be able to manage and resolve the situation.

On occasion it may be necessary to seek advice or inform the statutory agencies e.g. Child Social Care (CSC) or the Police.

## Definition of Abuse

It is important to be aware of what constitutes abuse.

The following definitions are taken from the NSPCC Child protection fact Sheet – June 2010

- 1. Physical Abuse** - may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child .This definition also applies where a parent or carer fabricates the symptoms of or deliberately induces illness in a child.
- 2. Emotional Abuse** - the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless, unloved or inadequate. It may include not giving the child opportunities to express their views, deliberately silencing them or "making fun" of what they say or how they communicate. It may occur when the child is subjected to unrealistic pressure or is bullied in order to perform to high expectations.
- 3. Sexual Abuse** – involves forcing or enticing a child or young person to take part in sexual physical contact including assault by penetration (e.g. rape or oral sex) or non-penetrative acts (e.g. masturbation, kissing and touching outside of clothing) They may also include non-contact activities such as involving children looking at or in production of sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet).
- 4. Neglect** – the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development (such as food, clothing or shelter).

5. **Bullying** - deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. Bullying can take many forms but there are three main types:
- **Physical e.g.** hitting, kicking, theft
  - **Verbal e.g.** racist or homophobic remarks, threats, name calling
  - **Emotional e.g.** isolating an individual from the activities and social acceptance of their peer group

There are a number of signs that may indicate that children are being bullied:

- Unexplained or suspicious injuries, such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- an injury for which the explanation seems inconsistent.
- the child describes what appears to be an abusive act involving him/her.
- someone else (a child or adult) expresses concern about the welfare of another child.
- unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper).
- inappropriate sexual awareness.
- engaging in sexually explicit behaviour.
- distrust of adults, particularly those with whom a close relationship would normally be expected.
- difficulty in making friends.
- being prevented from socialising with other children.
- displaying variations in eating patterns including overeating or loss of appetite.
- loss of weight for no apparent reason.
- the child becoming increasingly dirty or unkempt.

This list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. Some changes in behaviour can be caused by changes at home, for example, bereavement and parents are encouraged to inform the Club, Coach or Club Welfare Officer of any such circumstances.

# **Physical Contact and Young People in Sport - Guidelines from the Child Protection in Sport Unit (CPSU)**

## **Introduction and Background**

There is growing concern being expressed about what is and what is not permissible in the area of physical contact with children in sport. Some misleading and inaccurate information has been promoted within the sports sector, and this can undermine the confidence of coaches and others in applying safe and appropriate coaching methods.

There have also been instances where, some coaches and other adults who are motivated to harm and abuse children, have done so by falsely claiming that their behaviours were legitimate teaching, coaching or caring practices.

The purpose of this section is to clarify the position of the CPSU in relation to this issue and provide guidance to all those involved in working with children in sport.

## **Guidance**

There are a number of principles that should be followed when the activity involves physical contact.

Physical contact during sport should always be intended to meet the child's needs, NOT the adult's. The adult should only use physical contact if their aim is to:

- develop sports skills or techniques.
- treat an injury.
- prevent an injury or accident from occurring.
- meet the requirements of the sport.

The adult should seek to explain to the child the nature and reason for the physical contact reinforcing the teaching or coaching skill. Unless the situation is an emergency, the adult should ask the child for permission.

It is good practice for sport clubs, as part of an induction process or pack for new members, to explain to parents and their child, or give written guidance, about any physical contact that will be required as part of that activity. Children should be encouraged to voice concerns they have if any physical contact makes them feel uncomfortable or threatened.

Contact should not involve touching genital areas, buttocks, breasts or any other part of the body that might cause a child distress or embarrassment. Any physical contact should always take place only in an open or public environment and not take place in secret or out of sight of others.

The CPSU is unaware of any sports bodies that have stated that any physical contact is not permissible under any circumstances within the context of coaching or teaching.

## **Physical Punishment**

Any form of physical punishment of children is unlawful, as is any form of physical response to misbehaviour unless it is by way of restraint. It is particularly important that adults understand this, both to protect their own position as well as the overall reputation of the organisation in which they are involved.

## **Contact as part of Coaching**

Some sport or physical activities are more likely to require coaches or teachers to come into physical contact with children from time to time in the course of their duties. Examples include showing a pupil how to use a piece of apparatus or equipment, or demonstrating a move or exercise during a coaching or teaching session in order to reduce the risk of injury due to falls or errors when performing. Adults should be aware of the limits within which such contact should properly take place and of the possibility of such contact being misinterpreted.

A number of sport or physical activities may require physical contact between young athletes and those teaching them, for reasons of both teaching and the participant's safety. A number of sports Governing Bodies have developed guidance to assist coaches in this area. Those teaching these sports should follow this guidance. Even in sports where there is a need to support or touch a child, over-handling should be avoided.

It should be recognised that physical contact between an adult and a child that may occur during legitimate teaching or coaching may be misconstrued or misunderstood by a pupil, parent or observer. Touching young participants, including well-intentioned informal and formal gestures such as putting a hand on the shoulder or arm, can, if repeated regularly, lead to the possibility of questions being raised. As a general principle adults in positions of responsibility should not make gratuitous or unnecessary physical contact with children. It is particularly unwise to attribute frequent touching to their teaching or coaching style or as a way of relating to young participants.

## **Responding to Distress and Success**

There may be occasions where a distressed child needs comfort and reassurance, which may include physical comforting, such as a caring parent would give. Physical contact may also be required to prevent an accident or injury and this would be wholly appropriate. A child or coach may also want to mark a success or achievement with a hug or other gesture. Adults should use their discretion in such cases to ensure that what is (and what is seen by others present) normal and natural does not become unnecessary and unjustified contact, particularly with the same child over a period of time.

## **Sport Science and Medicine**

There may be some roles within sport or physical activities where physical contact is commonplace and/or a requirement of the role, particularly sports science or medicine. These tasks should only be undertaken by properly trained or qualified practitioners. This guidance does not seek to replace the specific guidance and codes of practice developed for those professionals and reference should be made to the appropriate body for that discipline.

## Responding to a Child's Disclosure of Abuse

Abuse can and does occur in a variety of situations, which may include sport or other social activities. However, it must be remembered that most cases of child abuse take place within the family setting.

It is rarely a one-off occurrence within such a setting. It is therefore crucial that those involved in bowls are aware of the possibility, and that all allegations are taken seriously and appropriate action taken.

There is a responsibility to inform appropriate agencies of possible abuse so that they can then make enquiries and take any action necessary to protect the child. This applies both to suspicions of abuse occurring within the context of bowling activities and to allegations that abuse is taking place elsewhere.

If a child or vulnerable adult alleges abuse or information is received which gives

- a parent who pushes too hard.
- a coach who adopts a win-at-all costs philosophy.
- an older player who intimidates (inappropriately).
- an official who places unfair pressure on a person.

If there is cause for concern you need to;

- stay calm
- keep an open mind.
- listen very carefully to what is being said and take the child seriously.
- as soon as possible record in writing what was said using the child's own words.
- explain who needs to know.
- keep questions to a minimum to ensure a clear and accurate understanding of what has been said.
- reassure the child that they have done the right thing telling you.
- report the issue in line with procedures.

## Dealing with Allegations

Any allegations involving inappropriate behaviour towards a child must be taken seriously, investigated and treated confidentially.

It is not the responsibility of the Bowls Club Welfare Officer or anyone working in bowls to decide if the disclosure is child abuse. It is however their responsibility to act upon any concern and refer to the CSC and/or the Police and the National Governing Body Designated Safeguarding Officer.

The NSPCC Helpline (0800 800 5000) can be contacted to talk through any concerns that arise. This can be done anonymously.

If action needs to be taken urgently, contact the Police by dialling 999. If concerns are identified out of hours the Police and CSC provide an out of hours' service.

When a disclosure is made to the CSC they are legally bound to make enquiries where a child may be at risk of "significant harm". If a criminal offence is suspected the CSC will always work in partnership with the police. Their primary duty is to safeguard and ensure the welfare of the child and to work within LSCB procedures.

If an allegation is made against an individual the following will apply:

- They will be asked to stop working with the child (children) immediately whilst a full investigation is carried out. This is to protect all parties involved.
- On completion of the investigation the National Governing Body Case Management Group will assess whether it is appropriate for the person to return to work with children and how this will be managed.
- The National Governing Body Case Management Group will assess on a case by case basis any support needed for the person about whom the allegations have been made.
- An independent person may be appointed to give this support.

There are appropriate procedures to manage reported concerns or allegations which have been complied in accordance with Government guidelines and legislation.

To retain bowls integrity it is important that all organisations apply the same procedures.

# Step by Step Guide

## Reporting and Managing concerns within the sport of Bowls

There may be occasions when a concern is raised regarding alleged abuse within bowls.

The process would be as follows:

- The Bowls Club Welfare Officer should be notified
- The Bowls Club Welfare Officer must notify either the local CSC and /or the Police and the National Governing Body Designated Safeguarding Officer
- The National Governing Body Designated Safeguarding Officer needs to notify the National Governing Body Case Management Group as required.
- Advice from CSC and/or Police should be taken into account when determining the timing of any investigation which may be being considered under the NGB Disciplinary Procedures.

If the Club or County Welfare Officer or the National Governing Body Designated Safeguarding Officer is not available there must be no delay. Advice should be sought from the Police, the Local Safeguarding Children's Board (See appendices 19 for full details) or the NSPCC.

As soon as possible inform the relevant officers.

Any concerns should be dealt with centrally.

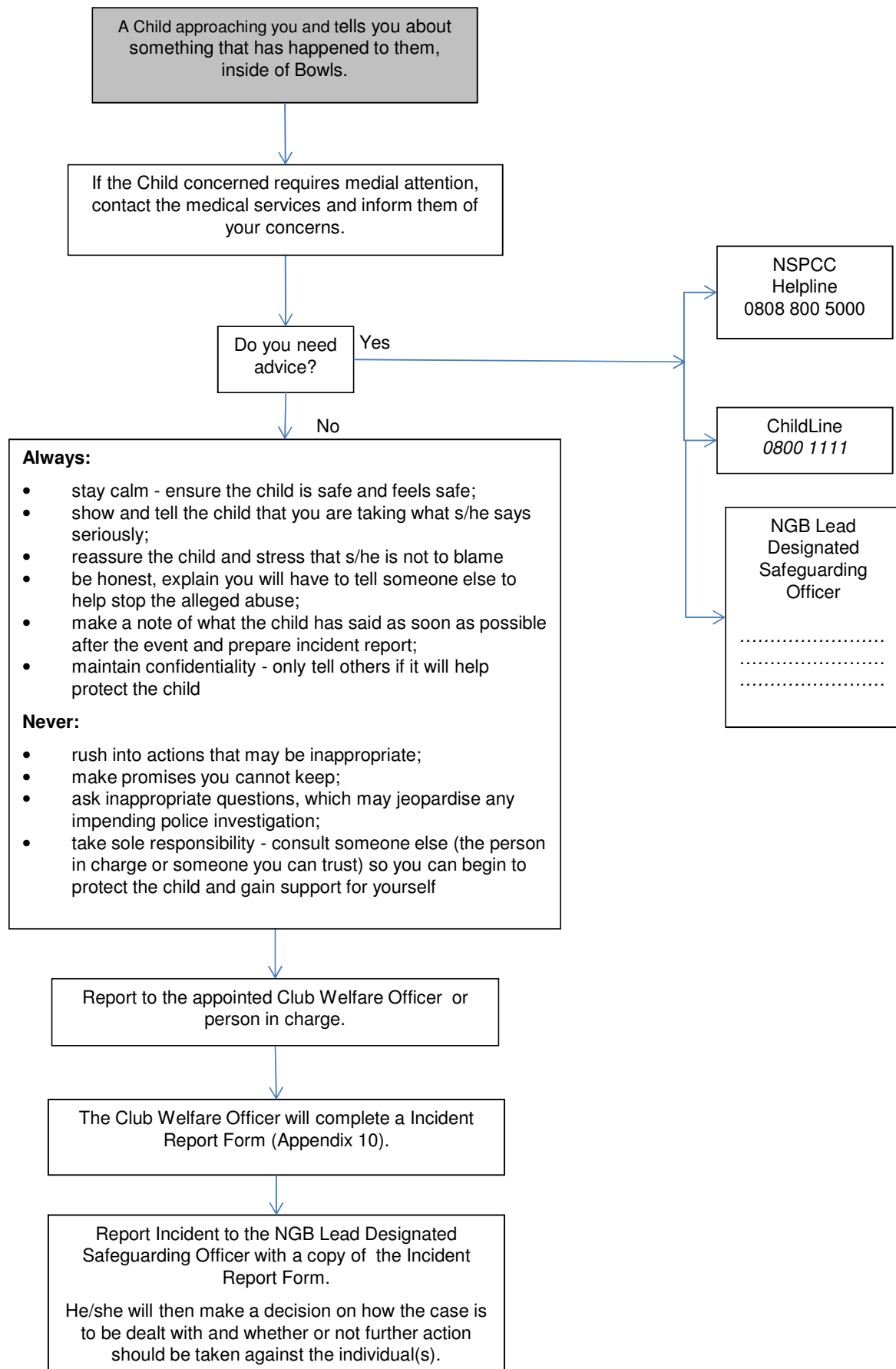
### **All concerns or allegations must be treated with the utmost confidentiality.**

Until the allegations are substantiated only those who can assist with the handling of the case should be informed

If the allegation is found to be unfounded, the rules of confidentiality must still be adhered to

In line with all data protection principles, all records kept by the NGB must be kept securely with limited access to authorised people

## FLOWCHART (Within Bowls).



## **Reporting and Managing concerns outside of Bowls**

There may be occasions when a concern is raised regarding alleged abuse outside of bowls.

The process would be as follows:

- The Bowls Club Welfare Officer should be notified.
- The Bowls Club Welfare Officer may notify the police if appropriate.
- Offer appropriate support for the Child and Person making the referral.

### **Working in a school:**

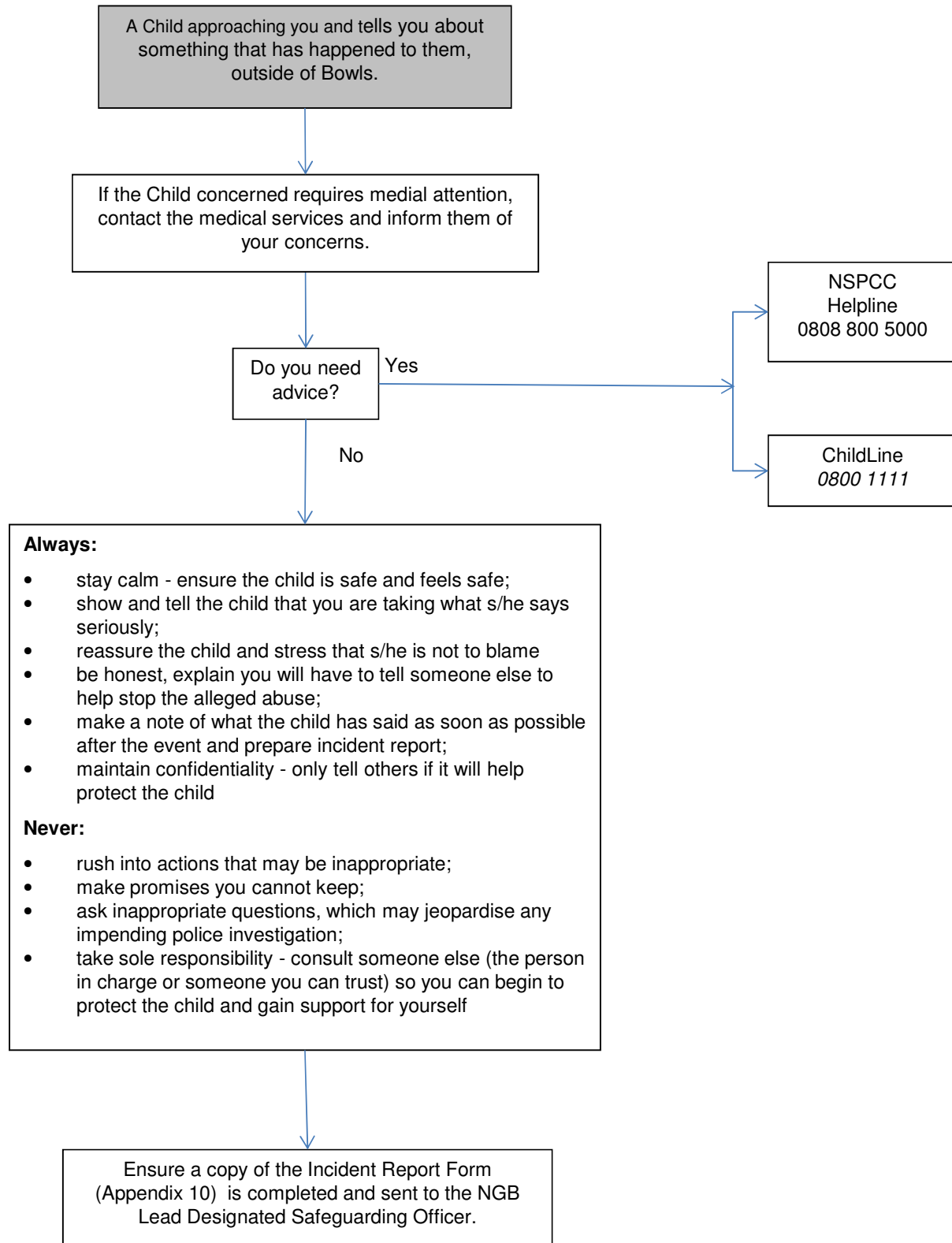
- Inform the designated teacher who will contact the Local Safeguarding Children's Board (LSCB).

### **Working on a local authority programme:**

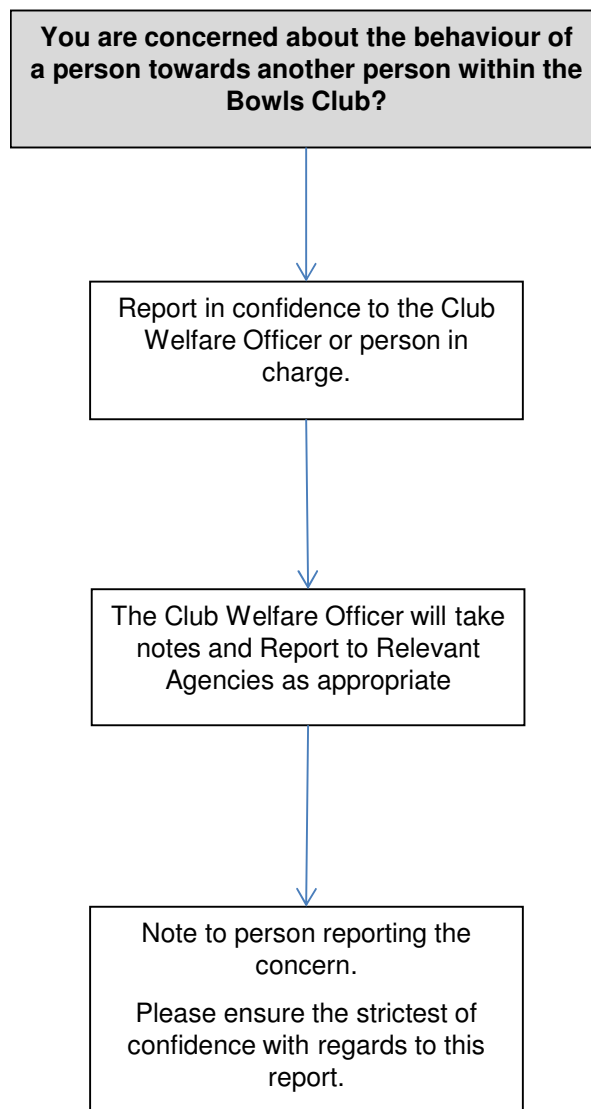
- Inform the Sports Development Officer or nominated person who will follow the LSCB procedures.

## FLOWCHART (outside Bowls)

What to do if you are worried that a child is being abused outside the bowls environment (the concern is identified through the child's involvement in bowls).



## FLOWCHART – A Parent/Carer’s concerns regarding a Child



## **Allegations of Previous Abuse**

An adult who was abused as a child by a person who is still working with children, may make allegations of abuse, sometime after the incident. Where such an allegation is made, you should follow the same procedures.

This is because other children either within the sport or outside it may be at risk from this person.

It is important to remember that anyone who has had a previous criminal conviction for offences related to abuse is legally prohibited from working with children.

## **Whistle-Blowing**

The NGB's are committed to creating and maintaining the safest possible environment for adults, children and young people to participate in Bowls and recognise their responsibility to promote a safe environment for any concerns to be reported without fear of reprisal.

Whistle-Blowing is an early warning system. It is about revealing and raising concerns over misconduct or malpractice within an organisation or within an independent structure associated with it.

The Public Interest Disclosure Act 1998 protects those who raise legitimate concerns about specified matters. It makes provision about the kinds of disclosure that may be protected and the circumstances in which disclosures are protected. This policy is therefore intended to comply with the Act by encouraging everyone in Bowls to make disclosures about fraud, misconduct or wrongdoing in the sport of Bowls and anyone within it, without fear of reprisal, so that problems can be identified, dealt with and resolved quickly.

See appendix 14 Whistle-Blowing Policy

## **Disciplinary Procedures**

Bowls England and English Indoor Bowls Association Ltd each have their own disciplinary procedures

Where an offence has been proven to have taken place the relevant National Governing Body will each follow their own disciplinary process.

## Investigating Complaints

Where there is a complaint of abuse, there may be three types of investigation, each of which may have some level of NGB involvement:

- Disciplinary or misconduct – the NGB may be involved.
- Criminal – the Police are involved.
- Child protection – CSC are involved (possibly involving the Police).

If after consideration and investigation by the CSC or the Police, the incident is deemed to be poor practice, bullying or harassment, the Bowls Club, County or NGB are empowered to deal with this as misconduct, and each organisation is recommended to adopt and apply the NGB Disciplinary Policy and Procedures.

## Records and Information

Information passed to the CSC or the Police must be as helpful as possible - hence the necessity for making a detailed record at the time of the disclosure or concern will help you to ensure that all relevant details can be reported.

Reporting the matter to the Police or CSC should not be delayed by attempts to obtain more information.

- Wherever possible, referrals telephoned to CSC must be confirmed in writing within 24 hours.
- A record must also be made of the name and designation of the CSC officer or Police Officer to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed.
- A copy of this information should be sent to the NGB designated Safeguarding Officer.

If advice is required on any aspect of the contents of these Guidelines, your NGB CPO should be available for advice, and useful contact details are as follows.

### Additional Information

- NPSCC 24 hour freephone helpline 0808 800 5000; Website [www.nspcc.org.uk](http://www.nspcc.org.uk)
- You can access any of the information through your NGB website:-
- Bowls England – [www.bowlsengland.com](http://www.bowlsengland.com)
- English Indoor Bowling Association Ltd – [www.eiba.co.uk](http://www.eiba.co.uk)
- Bowls Development Alliance – [www.safeguarding.org.uk](http://www.safeguarding.org.uk)

## **Rules for information sharing**

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.

Be open and honest with the person (and/or their family where appropriate) 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.

Seek advice if you are in any doubt, without disclosing the identity of the person where possible.

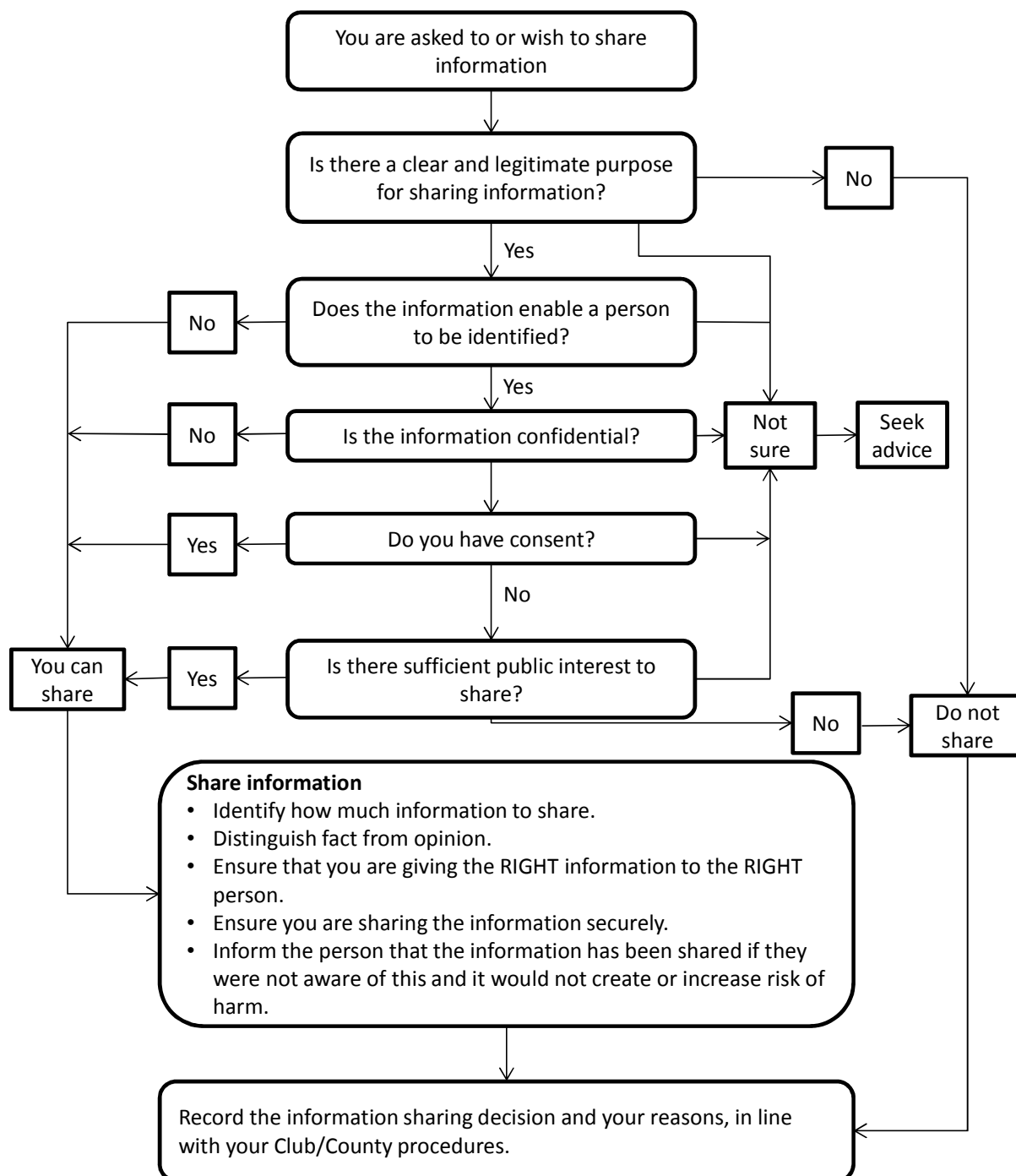
Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.

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.

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.

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.

## Flowchart of key questions for information sharing



If there are concerns that a child or adult may be at risk of significant harm, then follow the relevant procedures without delay.

Seek advice if you are not sure what to do at any stage and ensure that the outcome of the discussion is recorded.

**Version: 1**

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<b>Date of next review:</b>	February 2013

**Review History**

<b>Date of Review</b>	<b>Comments</b>
February 2013	Version 1 reviewed and approved for use

**Revision History**

<b>Version</b>	<b>Change Log</b>	<b>Date</b>
1	Initial release of policy	February 2013