

P.6 – Confidentiality and Information Sharing.

Purpose;

To provide a framework where TTW can share information appropriately in the interests of safeguarding and protecting children.

- TTW will share information where they reasonably believe that it is necessary to share in order to safeguard or protect children.
- Information relating to safeguarding and protecting children which meet threshold for referral to external agencies will be shared in all cases.
- Where TTW is aware or believes that the individual against whom the allegation is made may work with children in other organisations they will seek the advice of the statutory agencies regarding whether information should be shared with those other organisation and if so by whom.
- Where there is/has been statutory agency investigation and/or where a person is subject to the monitoring of the local Multi Agency Public Protection Panel (MAPPA) TTW will contribute to the statutory agencies planning process where requested.
- TTW may occasionally be directed by a court or given permission by a court to share information about an individual where the court has determined that the individual poses a significant risk to children this will be shared as directed.
- Outcomes of TTW internal disciplinary investigations will be shared within the organisation on a strictly need to know basis.
- Information which raises safeguarding and protecting children concerns from a DBS disclosure will be shared where following a Case Management Group decision TTW believe there are restrictions that need to be put in place in order for the individual to work with children or the individual is not suitable to work with children within the organisation.
- Consent to share will usually be sought, however if consent is refused but it is believed the information possibly puts a child at significant risk of harm or where by seeking consent the child is put at risk of significant harm information will be shared without consent.
- TTW will ensure that the way information is shared is appropriate to the level of urgency but information will always be supported by a written report.
- When sharing information TTW will clarify which information is factual (to the best of their knowledge) and which is an expression of professional opinion (principle of certainty of facts).
- Records will always be kept of the decision to share, or not to share, information and the reason for this decision.

MEDIA INTEREST; anyone who is approached by the media should refrain from providing any information and should take a note of the journalists name and contact details and establish what information they require. The National Safeguarding Officer should then be informed of this.