

## Safeguarding is everyone's responsibility

Please speak to the Designated Safeguarding Lead:  
**Hannah Pallôt** or Deputy Designated Safeguarding Lead:  
**Rachel Heffer** immediately with any concerns.

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## Good Record Keeping and Information Sharing



Every Moment Matters

## Seven Minute Safeguarding

WB 14<sup>th</sup> March 2022

### Why is it important?

Good record keeping and information sharing between professionals is essential to effective safeguarding practice. This area of practice is frequently highlighted in case reviews (see previous Seven Minute Safeguarding dated 6.12.21 for more information) when an individual has suffered serious harm. Sharing information is an intrinsic part of any practitioner role. Decisions about how much information to share, with whom and when, all need to be considered. Information sharing helps to ensure that an individual receives the right services at the right time. Fears about sharing information cannot be allowed to stand in the way of the need to safeguard and promote the welfare of children at risk of abuse or neglect. Every practitioner must take responsibility for sharing the information they hold, and cannot assume that someone else will pass on information, which may be critical to keeping a vulnerable person safe.

One of the biggest myths to bust around information sharing is that the recent GDPR laws prohibit it. This is false and there is a specific exception surrounding child protection and safeguarding. 'The GDPR and Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children and young people safe.' [Information Sharing 2018 Gov Publication](#)

### What are the key principals to consider?

The Government has published seven principles to help practitioners share information between organisations. Information sharing should be:

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

### What does this mean for us?

At P-a-W we use MyConcern to record any concerns or relevant communications. This electronic record keeping system ensures that records are kept safe, secure and organised. What we write, and how we write it, can have a significant impact.

Principles of good recording include that it is: accurate, real, timely, jargon free, factual (free of personal opinion) succinct, and professional. Records should be easily understood by others and should be written in a way which is mindful that parents and carers may read these records.

Information should be shared in a timely fashion to reduce the risk of missed opportunities to offer support and protection to a child. Best practice is to write the concern at the earliest opportunity and always using the language of the child. Both the date and time should be noted along with any other relevant information. This should either be recorded directly on to MyConcern or given to the DSL/DDSL at the earliest opportunity. You should always think carefully about who you are sharing information with. It should only be shared with the relevant people: confidentiality is important.

MyConcern enables us to transfer relevant files in a secure way to other professionals (social workers, new schools etc.) if required.

Want to know more?

[Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers](#) is the Government publication which explores this issue in more detail.

Good record keeping is fundamental to ensuring that chronologies are well maintained. Using the record sheets to help structure your notes is important as they will ensure that all relevant information is included. If you ever need more of these, you can find them in the staffroom in the red folder