

## INFORMATION SHARING GUIDANCE

Child protection and safeguarding adults involves sensitive information that directly affects the welfare of children, young people and adults.

To keep children and adults safe, information needs to be shared appropriately so that decisions can be made to protect them. However, clear boundaries around information sharing are important to maintain confidentiality where appropriate and to ensure that only those who need the information are made aware of it.

Whenever a Volleyball organisation receives information that raises concerns about a child, children or adults, decisions need to be made about information sharing. This could include:

- Concerns about a child or adult received within or outside Volleyball.
- Concerns about a person in a position of trust, such as a coach - this could include information on a Disclosure & Barring Service (DBS) check.
- Concerns about a member of a sports club.
- Concerns about a sports environment, such as an event location or hosting arrangements.



All safeguarding concerns should be shared with the Volleyball England Safeguarding Lead Officer. They will be able to advise on sharing this information more widely. Volleyball England's information sharing guidance is based on key principles for deciding what to share, the Government guidance "Information sharing advice for safeguarding practitioners" which describes the '7 Golden Rules' of information sharing. These should be referred to for all information sharing decisions:

- 1** Remember that the Data Protection Act 2018 and human rights law are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.
- 2** Be open and honest with the individual (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.
- 3** Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
- 4** Share with informed 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, there is good reason to do so, such as where safety may be at risk.
- 5** Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
- 6** Necessary, proportionate, relevant, adequate, 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 individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
- 7** 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.

## INFORMATION COULD BE SHARED WITH:

- Statutory organisations - the Police and/or Children's Services must be informed about child protection concerns; Designated Officers should be consulted where there are concerns about someone in a position of trust.
- Disclosure & Barring Service (DBS) - must be informed of any concerns about someone in regulated activity who is suspended or expelled from the organisation.
- Other clubs and other sports organisations - informing other organisations need to be considered according to the principles below in order that they can safeguard children in their care who may be at risk of harm.
- Individuals within the organisation - this will be decided on the basis of who needs to know what information in order to keep children safe according to the principles below.

There has been confusion and uncertainty on the part of many professionals and volunteers working with young people and adults about when, how and with whom concerns about the welfare of the individual may be shared.

Remember, the welfare of the young person and adult at risk is paramount.

Further advice and guidance on information sharing is available on <https://thecpsu.org.uk/help-advice/topics/information-sharing/>

