

# Sharing Information

Why do we share Information?

- To ensure the fullest possible picture of the child's or young person's circumstances
- To enable practitioners to assess the needs of the child, young person properly
- To co-ordinate and improve service provision to the child, young person and family
- To protect other children and young people within your club

If you are unsure about sharing information, seek advice from your Safeguarding Officer.

## **Some examples of information to be shared**

Over a period of time as an Instructor you get to know your students fairly well, their attitude, dress, temperament etc. If you see changes that cause you concern such as:-

- Student seems e.g. hungry, inappropriately dressed, has hygiene concerns, gi dirty.
- Student's behaviour is concerning e.g. aggressive, withdrawn, unhappy, overly familiar, sexually inappropriate.
- Suspicion/evidence student has an injury e.g. awkward/protective movement, bruising, marks, cuts, burns.
- Things said by/about student that are concerning

The appropriate Incident Referral Form should be completed by Welfare Officer / Instructors with immediate effect.

Who should I share information with?

Low level issues should be shared with support team, welfare officer at your club, as soon as possible. Serious issues about a child or young person should only be reported to the Lead Safeguarding Officer.

This should be done immediately. The LSO will decide who else needs to have this information.

If you think the student is in danger then contact the appropriate authority immediately.

Any allegation or disclosure involving a member of staff, a child's carer or a volunteer at the club must be reported directly and only to the Lead Safeguarding Officer.