



reconstruct

Information sharing Policy

Information Sharing

See also: Confidentiality Policy, and GDPR and Data Protection policy

Reconstruct have a robust information sharing strategy which forms part of our induction with the organisation and our policy is based on government guidance and our own policies and procedures.

Please see below the information that is provided to all staff working within our children and adult services.

If a service user discloses information to you that you believe falls within the definition of 'significant harm' under the categories of Physical abuse, Sexual abuse, Emotional Abuse and Neglect you should explain this to the service user (in simple language relevant to ability and understanding) and explain that you will need to share this information with the relevant people.

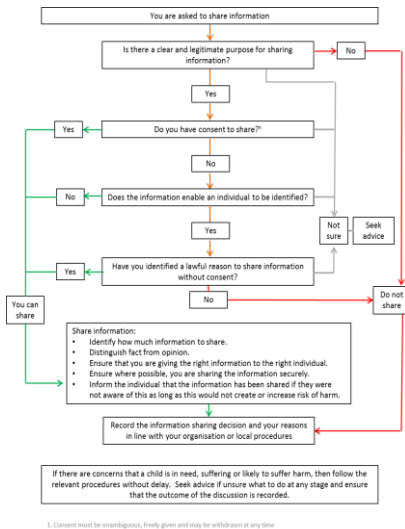
Should the service user try to refuse, you still need to explain to the service user this information will have to be shared. The safety and welfare of young people is paramount. In practice it is very rare that a service user will remain opposed to this course of action, if you properly share your reasons for doing so and involve them in the process, so that it 'feels' like this is a journey that you are both on.

Opposed to the service user feeling that something has been given to you (information) which you are now going to take away from them and later on someone else will do something about it, but they do not know who, what or when that will be. If there is no immediate risk, you should explain to the service user why the information needs to be shared, and encourage them to decide whom it should be shared with, and if there is anyone they would prefer did not know. It is not always possible to contain information once it has been disclosed, and you should be honest with young people about this. However, you can advocate on behalf of the service user to keep information on a 'need to know basis'.

In the unlikely event that a service user continues to refuse to allow you to pass information on, you should explain that you will consult with your coordinator or children's services manager, who will consider whether a breach of the service user's confidentiality is warranted. If the disclosure constitutes abuse or neglect, the children's services manager can authorise disclosure over the service user's wishes and feelings. Advocates and IV's should not pass on information to any third parties without this consent unless there is immediate risk to a service user.

Flowchart of when and how to share information

Extracted from the HM Government Information sharing advice practitioners safeguarding services)



VERSION CONTROL

			Document Owner	Reconstruct
			Status	Active
			Next Review	30/09/2024
Version	Revision Date	Section Revised	Person undertaking Revision	Reason for Revision
V_2 2023	11/10/23	All	AD	Review of policy, rebranding, and implemented version control mechanism opposed to having just date for next review