



Affiliated To Bowls England

BOWLS OXFORDSHIRE

Safeguarding – Information sharing
Draft Policy Paper No: 2

Safeguarding Information Sharing

Guidance

All safeguarding concerns must be reported to Bowls England's Lead Safeguarding Officer.

Information sharing is essential for effective safeguarding and the promotion of welfare, however there are very strict rules in place for the information sharing.

Every effort should be made to ensure that confidentiality is maintained for all concerned.

However, there are circumstances when it is important that information is shared including to report or prevent harm to a child or adult at risk. Information should be handed and disseminated on a need-to-know basis only. If you are unsure you should check with Bowls England's Lead Safeguarding Officer.

In the event of a safeguarding issue, follow this process:

1. Seek consent from the person concerned. If they are a child or you feel that they do not have capacity to consent, you can act without consent, but you must log your decision.
2. Collect all available relevant facts and appropriate information.
3. Make a written record of the concern.
4. Tell the person involved what you are going to do about the concern and note any views that they may have regarding how they wish the matter to be dealt with.
5. Tell only the people who need to know – such as the Bowls England Lead Safeguarding Officer. A disclosure guide is included in this guidance.
6. Consider the balance between listening to someone's wishes and needing to refer information where others may be at risk.
7. Inform the person involved about the outcome of any process.

If someone is injured or at immediate risk, take immediate action. Seek help by dialling 999 for police or ambulance.

We would encourage you to think **SHARE**:

- **S**eek consent to share the information
- **H**ave regard to the law, rules and regulations
- **A**lways act in the person's best interests
- **R**ecord all discussions and activities
- **E**nsure service user confidentiality is respected

