



Confidentiality

Sharing Information with other Organisations

Sometimes, it is only when information from several sources has been shared and combined that it becomes clear that a child is at risk. Personal information about children and their families will usually be confidential and should not be disclosed to a third party without the consent of the subject. **However, the law allows for the disclosure of confidential information where this is necessary to safeguard a child or children in the public interest.**

Disclosure of confidential information must be justifiable in each case, according to the particular facts of the case and must be limited to those people who need to know in order to take appropriate action. If West of England Sport Trust Staff, Coaches or Volunteers are asked to supply personal information to other bodies such as Social Care Services or the Police, such requests should be in writing, providing provide the reason for the disclosure, such requests should go through the DCPO in the first instance.

When a complaint, allegation, positive CRB check or positive Self Disclosure Form concerns a staff member, coach or volunteer it is possible that this individual may be coaching for other local organisations such as Local Authorities, School Sport Partnerships or sports clubs. If this is the case, it may be appropriate to share information with these organisations. However, before doing so careful consideration needs to be given regarding whether there is a legitimate reason for sharing this information. In this situation, the following principles will apply:

- The decision to share information will be made by the Lead Child Protection Officer (or one of the Deputy Child Protection Officers if the Lead Officer is unavailable), who may seek advice from the CPSU, Social Care Services or University of the
- West of England Human Resources Department before making a decision
- No other staff member, coach or volunteer of West of England Sport Trust should take it upon themselves to share information with anyone.
- Where a concern has been reported to Social Care Services or the Police, they will be consulted before information is shared with any other organisation, and they will also be made aware of all the other organisations an individual is known to coach for.
- The decision whether to share information will be based on the level of concern and on whether there is a reasonable belief that there would be an increased risk to a child / children if the information was not shared (i.e. whether it is in the public interest to share this information)
- The only information that will be shared is that which is necessary to inform an organisation of the potential risk to children
- When the information relates to a positive CRB disclosure or Self Disclosure, the only information to be shared will be the fact that, through standard screening checks, the individual was deemed unsuitable to work with young people
- Information will only be shared with organisations for whom the individual is known to be currently coaching

- Information will only be shared with the individual in each organisation who has nominated responsibility for Child Protection
- If an individual is coaching for a club or county association and / or holds a National Governing Body qualification then the nominated officer within the NGB will be informed in the first instance (rather than the local organisations), although they may then advise the Lead Child Protection Officer to contact the local organisation(s)
- Consent to share information will usually be sought from the individual concerned, unless this would increase risk of harm. However, if consent is not given information can still be shared if it is believed that this would be in the public interest, i.e. there is believed to be an increased risk if the information is not shared
- A record will be kept by the Lead Child Protection Officer about the reasons for the decision whether to share information or not and, if relevant, what information has been shared and with whom.

Partner Organisations are encouraged to:

Adopt the above principles for sharing information with other local / national organisations, including West of England Sport Trust.

Recording and Storage of Information.

- Information held about individuals will be recorded separately.
- Written information in either paper or electronic form will be stored securely in accordance with data protection legislation and government guidance, paper documentation marked confidential or deemed to be confidential will be held by the DCPO in a locked file accessible only by the DCPO.
- Electronic communication and documentation marked confidential or deemed confidential will be held on the Wesport 'S' drive in a confidential file accessible only to the DCPO.

Disposal of information.

The West of England Sport Trust will dispose of confidential documentation as per data protection legislation and government guidance.

Signed

Steve Nelson
Chief Executive
West of England Sport Trust