



## CHILD PROTECTION POLICY

Approved on: ...22 January 2026...

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**Name of DSL:** PAUL AINSWORTH, DIRECTOR

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Signed on behalf of the Executive:

A handwritten signature in blue ink that reads 'Yaqub Rahman' is displayed on a grey rectangular background.

Yaqub Rahman  
Chair of Trustees

Signed operationally by Chief Executive:

A handwritten signature in black ink that reads 'P. Ainsworth' is displayed.

Paul Ainsworth  
Chief Executive

## Policy Statement

Ariel Trust is committed to safeguarding and promoting the welfare of all children and young people. The welfare of all children is paramount and safeguarding is everyone's business. Child Protection is a specific activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Ariel Trust is committed to practice in a way that protects and recognises that all children up to the age of 18 years, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse.

This policy sets out:

- To protect children and young people who receive work with Ariel Trust;
- To provide staff with the overarching principles that guide our approach to child protection

This policy applies to all staff, including senior managers and the board of Trustees, paid staff and sessional workers or anyone working on behalf of Ariel Trust.

This policy has been drawn up based on law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding children

## What is Abuse and Neglect?

Statutory guidance (Working Together 2015) defines abuse as:

“A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children”.

Statutory guidance sets out 4 categories of abuse:

### 1 Physical abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### 2 Emotional abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or

unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### **3 Sexual abuse**

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Child sexual exploitation** is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

### **4 Neglect**

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### **Other forms of abuse**

There are other forms of abuse that children and young people can be subject to:

#### **Female Genital Mutilation (FGM)**

FGM is a procedure where the female genital organs are injured or changed for no medical reason. It is frequently a very traumatic and violent act for the victim and can cause harm in many ways. The practice can cause severe pain and there may be immediate and/or long-term health consequences,

including mental health problems, difficulties in childbirth and/or death.

It is an offence to carry out FGM in England or Wales, to assist someone to carry out FGM on themselves or to assist someone to carry out FGM in England or Wales, or overseas.

### **Radicalisation**

Prevent is part of the Government's counter-terrorism strategy, CONTEST. Its aim is to respond to the ideological challenge of terrorism and to prevent people being drawn into terrorism.

### **Domestic Abuse**

Domestic abuse is defined as any abuse between family members, current or former partners in an intimate relationship, whenever and wherever the abuse occurs. It may include physical, sexual, emotional or financial abuse. Young people over 16 years of age may experience domestic abuse in their own relationships.

### **Forced Marriage**

A forced marriage is where one or both people do not, or cannot, consent to marriage and pressure or abuse is used. Children and young people can be victims of forced marriage. Forced marriage is a crime, and can lead to, or form part of, other types of abuse, such as domestic, sexual and emotional abuse.

## **Organisational responsibilities**

To promote the safety and wellbeing of children and young people, Ariel Trust will:

- Recruit staff safely, ensuring all relevant staff and Trustees have Enhanced DBS checks before they start work in the organisation.
- Provide clear and detailed procedures and guidance on decision making, accountability and recording of child safeguarding situations
- Provide thorough and effective training to staff on child protection policies and procedures
- Appoint a member of staff as Designated Safeguarding Lead (DSL) and a deputy to cover any planned or unplanned absences
- Request contact details for and establish contact with the DSL in any school or other setting where we are working
- Explicitly address safeguarding in written agreements drawn up for individual projects/pieces of work; including the reporting arrangements to be followed by Ariel Trust staff
- Share information about concerns with agencies who need to know and involve young people and parents/carers appropriately
- Provide regular and consistent supervision and support to staff
- Ensure that the organisation can learn from specific child protection situations and review policy and procedures as a result if necessary
- Maintain a current knowledge of child safeguarding procedures nationally and within the North-West area.

## **Staff roles and responsibilities: Code of Conduct**

To promote the safety and wellbeing of children and young people, staff (paid and sessional) will seek to keep children and young people safe in the following ways:

### DO's

- Treat young people with respect and listen to them
- Familiarise themselves with the Child Protection Policy and action to be taken in the event of such concerns
- Act in accordance with the values of Ariel Trust
- Be a positive role models through their behaviours, language and attitude
- Be vigilant

### DON'T's

- Not giving out personal details including personal email addresses, home address or personal phone number etc to young people
- Not meeting young people in a non professional/work setting
- Not allowing or taking part in any inappropriate touching including horseplay
- Never using or tolerating inappropriate or discriminatory language
- Never allowing allegations made by a young person to go unrecorded or not acted upon
- Never interact with young people on social networking platforms unless specifically work related and agreed in advance by the Chief Executive

## **Safeguarding procedures**

This section sets out what action will be taken if it is suspected that a child is at risk of harm, through abuse or neglect. All Ariel Trust staff will follow the agreed procedure for reporting and recording instances of suspected abuse.

A child protection issue could come to the notice of a staff member in several ways:

- A child may make a direct allegation
- A child may make a comment which seems to suggest they are being abused
- A child may have bruises or marks

- A child's behaviour may suggest the possibility of abuse.
- A third party (either a child or adult) makes comments or a direct allegation or gives information to suggest a child is being abused

In all cases child protection is the individual responsibility of each person working with children. When any person is concerned about a child protection issue, the concern must be reported and the focus of any action will remain on the welfare of the child as a possible victim of abuse.

Ariel Trust staff will not try to investigate whether a child has been abused; this responsibility lies with Local Authority Children's Services and the police.

Ariel Trust staff should report any child protection concerns immediately to the DSL for Ariel Trust or where it has been agreed to a safeguarding lead in the setting where the concern arises. The DSL (or safeguarding lead in the setting) will advise Ariel staff on safeguarding issues and will be available at all times when advice and assistance is likely to be needed. The DSL for Ariel Trust must be informed of all safeguarding concerns, regardless of whether the matter has already been discussed with a safeguarding lead in the setting.

Ariel Trust staff will record the concerns in writing. The written record should state what the child said and when they said it, not what the staff member thinks was meant. Records can also include the details of any significant marks or behaviour which were observed, although it is acknowledged that many forms of abuse have no physical symptoms. Records should also include names, dates and times and note whether any witnesses heard what the person said, saw the marks, or noticed the behaviour.

Written records must be kept confidential. It should be noted that these written records can be required to be produced to a court and may become the property of the court and be disclosed for criminal or civil proceedings.

The DSL/safeguarding lead in the setting has the responsibility of reporting child protection concerns to Local Authority Children's Services and/or to the police on the same day. In circumstances where the DSL/safeguarding lead in the setting is unsure as to whether a referral should be made to Local Authority Children's Services, advice can be sought from these services as whether the threshold for a referral has been met.

If there is immediate danger to the child or young person, the Ariel Trust staff must act promptly. If they are injured, medical assistance must be sought immediately by dialling 999, whilst keeping the DSL informed.

## **Information sharing and confidentiality**

Our decision to share information with other bodies will be based on necessity and proportionality and we will decide to do so on the basis that: -

- it will prevent harm or the likelihood of harm to a child,

- to prevent or detect a crime,
- to apprehend or prosecute an offender or where failure to disclose could prejudice such action.

In the event that we share information, including making child protection referrals, we will do so in accordance with the 7 golden rules of information sharing (see Appendix 2) and record our reasons for doing so. This will also be the case in the event that we share information when a young person does not consent for the information to be shared.

## Guidance for recording concerns

In any case where an allegation is made, or someone has concerns, a record should be made of the concerns and actions taken; these records will be stored securely by Ariel Trust. Appendix 1 contains a template that should be used by Ariel Trust staff to record child protection concerns and actions taken. This template should be signed by the Designated Safeguarding Lead.

The following points will help you create record of the concerns and actions taken.

- Ensure that the personal details of the child are recorded accurately.
- The full name of the person making the report must be recorded
- In completing the details of the incident / suspicion, the following need to be recorded:
  - Is the person making the report expressing their own views, or passing on those of somebody else? Record the details.
  - What prompted the concern? Include, dates, times, etc. of any specific incident.
  - Any physical signs of abuse, including any physical injuries to children that have been observed
  - Any behavioural signs or indirect signs
  - What has been said or explained to the child
  - Whether the parent[s] have been contacted and what has been said or disclosed.
  - The details of anyone alleged to be the abuser
  - Details of anyone else the child states they have told
  - Who has been informed of this allegation, including details of date, time and contact details
- Remember to record any actions taken, persons contacted, decisions made, and instructions given or received.
- Deal only with facts. Do not express personal opinions or suppositions.
- Treat all information received and records made as highly confidential. This information should only be released to those who have a genuine reason to know.

- Any referral made by telephone, must be confirmed in writing within 48 hours. Local Authority Children's Services should acknowledge a written referral within one working day of receiving it, so if you have not heard position back within 3 working days, contact them again.

## **Digital Safeguarding**

In response to the pandemic Ariel, like many organisations, has adapted their services for remote delivery using video sharing technologies. We see online safety is an integral part of our safeguarding responsibility and the procedures set out elsewhere in this policy apply equally in an online environment, however we recognise there are additional issues in relation to safeguarding and data collection.

The aim of this addition to our Child Protection policy is to protect all children (i.e. anyone under the age of 18) and any vulnerable people who make use of technology and ensure that this is done in a responsible manner.

### **Safeguarding young people in an online environment**

All Ariel's online delivery is in partnership with schools or youth service providers and, mirroring our face-to-face delivery, we work within the safeguarding policies of these partners.

Ariel will only deliver sessions with the class teacher, or other appropriate representative from the school, in attendance ensuring there are always a minimum of two adults in the session. This allows the teacher, who knows the young people, to monitor the session and identify any specific risks and issues that may arise. If the Ariel staff member(s) involved in the session identifies any safeguarding concerns, these will be reported to the teacher and the DSL/safeguarding lead at the partner school for action. We will record the incident, following the 'guidance for recording concerns' set out in this policy and will follow up this report with the school to ensure an adequate response is in place, taking independent action to report the incident if we have any outstanding concerns.

Sessions are delivered through the partner school online learning platforms, which includes facilities for pupils to confidentially raise any concerns or issues during a session. Ariel has access to this reporting and will ensure that any concerns raised are responded to appropriately, within the school's safeguarding responsibilities. Should we have any concerns about the school's response, this would be referred to the DSL at Ariel for independent action.

### **Data collection**

The confidentiality and protection of all information that Ariel collects or receives, as part of our delivery, is a key priority.

Online sessions are delivered within the school's learning platform and therefore data is collected and stored on the schools servers and the primary management of this data is the responsibility of the school. Ariel will not collect any additional information for our online projects, compared to our face-to-face delivery, however the online collection of data inevitably leads to additional data collection issues:-

- information that is usually collected in paper-based format is now collected digitally
- information that is usually collected anonymously is, in some instances, now identifiable

All data is collected and managed within the school's learning environment and covered by the school's data management policies. Ariel does not download materials from this platform.

Ariel has access to the data only for the purposes of the delivery of the specific project agreed with the school and uses data only for the purposes of delivering our projects and reporting this delivery to our funders. All data reported to funders is anonymous and reported in aggregated form.

### **If an Ariel Trust Staff Member is thought to be causing harm to a child**

Ariel Trust acknowledges that there is the possibility that a child may make an allegation about a member of staff or concerns may arise about the suitability of an individual to work with children and young people.

All team members will be made aware of what to do if suspicion falls on to the DSL i.e. the person to whom they would normally report their concerns. In such instances, the staff member will report to the Chair of the Trustee Board.

If an allegation is made or a concern arises about an Ariel Trust staff member, this will be referred to the appropriate Local Authority Designated Officer (LADO), who will advise how the matter should be progressed.

Ariel Trust will ensure that there is no further contact between the person in a position of trust and the child[ren] concerned until enquiries are complete. It will consult with the Police and Local Authority Children's Services and take into account their views in deciding whether to suspend the staff member or volunteer.

In such instances, Ariel Trust cannot give the details of the allegation/suspicion to the person who is the subject of the allegation or concerns without the permission of the police or Local Authority Children's Services. Normally this will be given immediately, but in some circumstances a delay in doing so may be requested to allow the matter to be addressed in a strategy meeting or other meeting that is convened by the LADO in these circumstances.

The above actions will be linked to any action taken under Ariel Trust's disciplinary procedure.

If an allegation is made about a member of staff, or for any other reason suspicion falls on a member of staff, Ariel Trust will follow the advice of Local Authority Children's Services until the enquiries are complete.

Ariel Trust acknowledges that it may be necessary to suspend the staff member from involvement in any contact with children on behalf of Ariel Trust. This action is intended to safeguard the welfare of children and does not assume that the person is guilty. Ariel Trust recognises the person's need for support at this time and will help them identify suitable sources of support.

When suspicion falls on a staff member or volunteer, there are three possible outcomes:

- It may be proved to Ariel Trust's satisfaction that the person has abused one or more children. The DSL (Chair of Trustees if complaint is made against DSL) will contact Disclosure and Barring Service and update them as part of the duty to refer.
- It may be proved to Ariel Trust's satisfaction that the person is not guilty of abuse. In criminal proceedings where a case is not proven, or discontinued by the courts, this will be taken into consideration, but will not determine the outcome of Ariel Trust's disciplinary decisions or actions that aim to protect its service users and reduce reputational risks.
- The enquiries may be inconclusive, leaving suspicion, but no proof about the person's behaviour. This is a sensitive issue and Ariel Trust will consider carefully questions about the suitability of a team member to work with children.

## **Whistle Blowing Procedure**

This procedure applies to all staff and Trustees of the organisation. The aim of this procedure is to provide a clear and transparent way for any member of staff or Trustee to raise genuine concerns about acts of wrongdoing or malpractice or abuse in the workplace. It also aims to ensure that any concerns are dealt with effectively and in a timely fashion. This procedure provides managers with steps to deal with allegations, ensuring that staff and Trustees are not penalised for raising genuine concerns, even if those concerns prove to be unfounded. It also provides the means for taking disciplinary action against anyone who is found to have raised false concerns with malicious intent. The procedure does not apply to child protection concerns or allegations about a member of staff or volunteer. Concerns or allegations of this nature should be dealt with following the procedure above.

What to do if you wish to raise a concern about malpractice

- Speak to your line manager. If your concern relates to your line manager, you should speak to that person's line manager or the Chair of the Trustees if it concerns the Chief Executive.
- Your line manager will arrange to meet with you as soon as possible to discuss your concern. This meeting can take place away from the workplace if necessary.
- You will be told at the meeting, or as soon as possible afterwards, what action will be taken to address your concern. It may not be possible to tell you the full details of the outcome, as this could relate to confidential third-party information. If no action is to be taken in relation to your concern, you will also be informed of this fact and given the reasons why.
- If you do not want the person you have concerns about to know your identity, you should make this clear to the responsible manager at the earliest opportunity. Every effort will be made to respect your wishes, but it cannot be guaranteed that your identity will not be disclosed. If this is the case, you will be informed and any issues you may have about this will be discussed with you.
- If you need support in raising your concern, you may bring a work colleague or trades union

representative with you to the meeting with the responsible manager.

### **What to do if someone raises a concern with you about malpractice**

If someone tells you they are concerned about the actions of another staff member or Trustee, you should arrange to meet him/her as soon as possible. You should approach the situation sensitively, recognising the discomfort that the person may feel. Offer to meet him/her away from the office if he/she wishes, and allow him/her to bring a work colleague or trades union representative to the meeting. You should also remind the person with the concern about other sources of support available to him/her. If the person reporting the concern wants his/her identity to be kept confidential, you should explain that this will be done if possible, but that it may not be achievable. Make notes of your discussions with the individual, and check the accuracy of your notes with him/her.

### **Making an informed decision**

Unless the matter is relatively minor and can be dealt with informally, the responsible manager should arrange for further information to be gathered and considered as swiftly as possible. The gathering of information should also be demonstrably thorough and impartial and will be determined by the nature of the concern. Witnesses may need to be interviewed and records may need to be scrutinised. It is also possible that advice may be needed from someone with specialist knowledge in human resources. Once further detailed information is completed, a report should be produced summarising the nature of the concern, the process and the outcome, including specific recommendations. Take measures to preserve the anonymity of the person who raised the concern, if this has been his/her wish. If the concerns are not upheld, this should also be made clear. If the concern is upheld and the person at the centre of it is found to have been culpable or remiss in some way, the report's recommendations should be carried out using a clear plan of action. The plan may include the use of disciplinary action, training, coaching, counselling, the implementation of new policies or procedures for the whole workforce, or a referral to the Disclosure and Barring Service. If it becomes apparent that a criminal offence may have been committed, the police should be informed and further action should be suspended on police advice, the person who raised the concern should be informed of the outcome, but not the details of any disciplinary action. It may be appropriate for the person who raised the concern to be offered support or counselling.

Note – If there is any indication that there may be a child protection issue then staff must follow guidance as per Child Protection policy above with appropriate external authorities being informed

### **Recording the concerns**

The responsible manager should make accurate notes of each stage of the process, including the discussions during meetings, regardless of whether the concern is dealt with formally or informally. Copies of these notes should be given to the person who is the subject of the concern. The person who raised the concern should also be given copies of notes from his/her discussion. Any notes made during the gathering of further information and decisions regarding outcomes should be kept on the file of the person at the centre of the concern. If it was requested, these notes should not reveal the identity of the person who reported the concerns.

### Contact Details for Referrals:

**Sefton Council** - <https://www.sefton.gov.uk/social-care/report-a-child-or-young-person-at-risk.aspx>

Complete form available here - <https://sefton.gov.uk/social-care/report-a-child-or-young-person-at-risk/information-for-professionals.aspx>

And send to [socialcarecustomeraccessteam@sefton.gcsx.gov.uk](mailto:socialcarecustomeraccessteam@sefton.gcsx.gov.uk)

For emergency advice / referrals call the duty team on: 0151 934 4013/ 4481 or out of hours  
0151 934 3555

**Liverpool Council** - <https://www.liverpoolscb.org.uk>

For an urgent referral call 0151 233 3700 and then follow this up by completing the online referral form here - <http://liverpool.gov.uk/social-care/childrens-social-care/keeping-children-safe/children-at-risk/>

**Knowsley Council** - <https://www.knowsleyscb.org.uk>

Knowsley Multi-Agency Safeguarding Hub (MASH) on 0151 443 2600 (*during office hours*). If you urgently need help outside office hours you can contact the **Emergency Duty Team** on 0151 443 2600

The [Knowsley Multi – Agency Referral Form](#) (MARF online referral form) may be used by professionals only to refer children into the MASH - <https://www.knowsleyscb.org.uk/children-and-young-people/what-should-i-do-if-i-am-worried/>

**Wirral Council** - <https://www.wirralsafeguarding.co.uk/>

Complete a [Request-for-Service-Form-2017](#) and e-mail it to: [cadtsocialcare@wirral.gcsx.gov.uk](mailto:cadtsocialcare@wirral.gcsx.gov.uk)

Mon-Fri, 9:00am – 5.00pm Tel: 0151 606 2008

Outside of these hours Tel: 0151 677 6557

**St Helen's Council** - <http://sthelenscb.org.uk>

The Contact Centre on 01744 676600.

If you wish to talk to a Social Worker you will be put through to the First Response Team.

Or outside normal office hours you can contact the Emergency Duty Team on 0345 050 0148

Children at Risk of Sexual Exploitation

Sexual Exploitation - [CSE1 Referral Form](#) (online here - <http://sthelenscb.org.uk/if-you-have-any-concerns/>)

Other organisations that you can contact are:

- NSPCC 24-hour Helpline: 0808 800 5000 (free from a landline)
- NSPCC Asian Languages Helpline: 0808 800 5000 (free from a landline)
- <https://new.thinkuknow.co.uk/professionals/>

**Appendix 1 – Child/Young Person Report Sheet.**

<b>Name of Child/Young Person</b>	
<b>AGE/DOB:</b>	<b>AGE:                      DOB:</b>
<b>Ethnicity:</b>	
<b>Religion:</b>	
<b>First Language:</b>	
<b>Disability:</b>	Plse : Yes   No   N/A
<b>Any Special Factors:</b>	
<b>Parents/Carers Names:</b>	
<b>Home Address:</b>	
<b>Post Code:</b>	
<b>Telephone No:</b>	
<b>Siblings and/or children:</b>	

**Are you reporting your own concerns or passing on those of somebody else? (Give details if somebody else i.e. Name, Address, Contact Number)**

**If you answered 'somebody else above' what did they say?**

**If the concerns are your own, please provide a brief description of what has prompted these concerns. Please include dates, times and any specific incidents.**

**Have you spoken to the child/young person? If so, what was said?**

**Are there any physical signs? Behavioural signs? Indirect Signs?**

**Has anybody been alleged to be the abuser? If so, give details.**

<b>Your Name:</b>	
<b>Position:</b>	
<b>To whom reported:</b>	a) b) c) d)
<b>Date Reported:</b>	
<b>Time Reported:</b>	
<b>Signature of employee:</b>	
<b>Action taken by Ariel Trust (to be completed by Designated Safeguarding Lead)</b>	
<b>Signature of Designated Safeguarding Lead:</b>	

## **Appendix 2 – Seven Golden Rules of Information Sharing**

1. Remember that the Data Protection Act 1998 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. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be certain of the basis upon which you are doing so. Where you have consent, be mindful that an individual might not expect information to be shared.

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 (see principles).

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.