



British Creative Institute

Sharing Safeguarding Information Policy

Version	Date	Description of Change	Policy Owner	Review Cycle	Next Review Date	Approved By (Principal)	Chair of Governors Approval Date
V1	07/05/ 2026	Initial version	June Fisher	Annually	01/09/ 2026	June Fisher	
V2	19/06/ 2026	Updated review	National College Forbes solicitors	Annually	18/06/ 2027	June Fisher	Kibrest Bennett

Signed by: Principal

Signed by: Chair of Governors

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Statement of intent

British Creative Institute recognises the importance of timely and effective information sharing when safeguarding and promoting the welfare of pupils. It is important that the college is clear on when information should be shared and how staff members should do this whilst understanding that the Data Protection Act 2018 and UK GDPR are not barriers to the sharing of information for the purposes of keeping children safe.

The college has implemented this policy in order to ensure missed opportunities to take action to protect pupils do not occur and to ensure that staff members are aware of the importance of sharing information when it comes to the safeguarding of pupils and that they do not hesitate to share information that could mean a pupil is at risk of harm.

This policy will underpin the college's duty to share safeguarding information which:

- Prevents harm.
- Promotes the welfare of pupils.
- Identifies risk in order to prevent harm.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- ICO 'A 10 step guide to sharing information to safeguard children'
- DfE 'Keeping children safe in education 2023' (KCSIE)
- DfE 'Information sharing'
- UK GDPR
- Data Protection Act 2018
- DfE 'Working Together to Safeguard Children 2023'

This policy operates in conjunction with the following college policies and documents:

- Child Protection and Safeguarding Policy
- Data Protection Policy
- Data Protection Impact Assessment (DPIA)
- Low-level Safeguarding Concerns Policy
- Whistleblowing Policy
- Subject Access Request (SAR) Policy

2. Roles and responsibilities

The principal will be responsible for:

- The implementation of this policy and ensuring that it is reviewed as required.
- Ensuring staff receive appropriate and regular data protection and safeguarding training as required and at least annually.
- Implementing systems which enable staff to share safeguarding information without fear of breaking data protection law.

The governing board will be responsible for:

- Keeping this policy under review and overseeing its implementation in liaison with the principal, DPO and DSL.
- Holding the college to account for its systems and processes for sharing safeguarding information and assessing their effectiveness.
- Ensuring staff have due regard to the relevant data protection principles enabling them to share and withhold personal information for safeguarding purposes.

The DSL will be responsible for:

- Being the first point of contact when safeguarding concerns and information needs to be reported.
- Providing guidance and support to staff members regarding the recognition and reporting of safeguarding concerns and information.
- Quality assuring training provision to ensure it is high quality and up to date.
- Being confident of processing conditions that enable them to store and share information required to carry out their safeguarding role.
- Undertaking in-depth training and CPD.

The DPO will be responsible for:

- Overseeing the implementation of DPIAs.
- Assessing risks associated with sharing safeguarding information in liaison with the DSL.
- Providing guidance and support to staff members regarding data protection legislation and sharing information appropriately.
- Making it clear to staff members that sharing information relating to pupils at risk of harm is not prevented by data protection law.

All staff will be responsible for:

- Reporting any known safeguarding information.
- Making themselves aware of data protection law and how it applies to the sharing of information relating to safeguarding.
- Participating in training and keeping up to date with relevant developments.

- Seeking advice from the DSL and DPO as appropriate.
- Reading any notices or emails regarding the sharing of safeguarding information and asking any questions as appropriate.
- Being alert to safeguarding concerns and indicators of abuse and neglect.
- Carrying forward disclosures of safeguarding issues by pupils to the DSL.

Parents will be responsible for:

- Cooperating with the college where safeguarding information regarding their child is being shared.
- Reporting concerns regarding their child's wellbeing to the college and that which concerns other pupils' wellbeing if appropriate.

3. Systems for sharing information to safeguard pupils

The college will adopt strong governance, policies and procedures to keep its systems for sharing safeguarding information under review.

Where a staff member notices a concerning incident or pattern of behaviour, they will understand that they need to report their concerns at the earliest opportunity. Staff will be trained and supported on how to do this appropriately in order for concerns to be addressed swiftly.

Training will include that which covers safeguarding and data protection to the appropriate level for their role within the college. Regular refresher sessions of such training will be provided.

The college will adopt policies and procedures which enable information sharing both on a routine basis and as a one-off.

The rules and procedures for routine information sharing will be agreed on and the associated risks will be assessed via a Data Protection Impact Assessment (DPIA). A data sharing agreement will also be established.

For one-off information sharing, decisions will be made on what is required to safeguard pupils based on circumstances at the time whilst considering what is fair and appropriate. The college will plan ahead to incorporate systems for one-off information sharing and will clearly communicate these systems to staff members.

Where the college is required to share information in one-off situations that are not covered by routine arrangements or agreements, the risks of sharing that information will be assessed and plans will be made in advance to cover such situations.

In the event where the sharing of information needs to be done urgently, e.g. in the event of a safeguarding emergency, the college will assess the risk and take action based on what is necessary and appropriate in accordance with the Sharing information in an emergency section of this policy.

The college will incorporate an online safeguarding system which enables concerns to be shared with the DSL.

Parents will be involved in the process of sharing safeguarding information unless disclosing information to parents could put a pupil at greater risk, e.g. concerns relating to domestic abuse.

The college will be open and honest with the pupil concerned, and their parents where appropriate, about why, what, how, and with whom the information will be shared with. The college will not be required to seek consent to share information if it means protecting the safety of a pupil; however, it will abide by the legal bases for processing data in accordance with the Data protection principles and lawful basis section of this policy.

The college's systems for sharing safeguarding information will ensure that information being shared is:

- Necessary for the purposes.
- Only shared with those individuals require access to it.
- Is proportionate to the concerns identified.
- Accurate and up to date.
- Shared in a timely fashion and in a secure manner.

Staff will be reminded to follow the 'think, check, share' procedure when considering whether they have identified a safeguarding concern:

- **Think** – Staff will consider what they have seen or learned when observing or communicating with a pupil and whether it causes concern for the safety of the pupil. Staff will then ask themselves whether sharing this information could protect the pupil from harm.

- **Check** – Staff will consider who should be made aware of the information and how this can be communicated safely and securely.
- **Share** – Finally, staff will share the information with those who need to know so that the pupil can be protected from harm.

The college will enter into a data sharing agreement between itself and any others that it will be sharing information with to:

- Be clear about what information is being shared.
- Provide clarity about how it will happen.
- Demonstrate responsibility and compliance with data protection law.

4. Purpose of sharing information

The college will remain clear that its purpose for sharing information in relation to safeguarding will always be necessary in order to protect the health and wellbeing of pupils. When sharing information, the college will adopt a risk-based approach.

All staff will understand that information sharing is always necessary when it comes to safeguarding pupils and will be made aware that, where safeguarding concerns arise, they should share all the information required in order to protect the pupil concerned.

The college will record its purposes for sharing information and will only use personal data for a new purpose if it is compatible with the original purpose. Consent can be obtained or where there is a clear obligation or function set out in law.

The college will:

- Clearly identify its purpose or purposes for processing.
- Document these purposes.
- Include details of the purposes in the privacy information for individuals.
- Regularly review processing and update documentation and privacy for individuals where necessary.
- Where using personal data for a new purpose other than a legal obligation or function set in law, check that this is compatible with the original purpose or obtain specific consent for the new purpose.

Where safeguarding concerns are being raised to external organisations, e.g. local safeguarding partners, consideration will be given to the extent of information that should be shared in order to protect the pupil concerned.

The college will consider sharing only minimal information where this is sufficient to fulfil the purpose of protecting pupils, e.g. when accessing support for a service to benefit a pupil. The college will, however, understand where it is necessary to share information more widely or to share more information on a pupil's circumstances, e.g. where there concerns about serious harm.

The college will consider the relevance of sharing details of a pupil's history or circumstances and when doing so, will share this information proportionately in a way that it can be linked back to a compelling reason to share, i.e. it is necessary to safeguard the pupil.

5. Data protection principles and lawful basis

The college will keep in mind the principles of the UK GDPR, the Data Protection Act 2018 and human rights law whilst understanding that they are not barriers to information sharing related to safeguarding, but rather a framework to ensure that information is shared appropriately.

Staff will be provided with information on where they can receive advice on data protection in order to make the right decisions when sharing safeguarding information.

The college will ensure that the following seven data protection principles are followed when handling or sharing personal information:

- Lawfulness, fairness and transparency
- Purpose limitation – information is shared only for clear, specified and legitimate purposes
- Data minimisation – information shared is adequate, relevant and limited to what is necessary for the purpose of safeguarding pupils
- Accuracy – information is reviewed and kept up to date
- Storage limitation – information is not kept for longer than is necessary for the intended purpose
- Integrity and confidentiality – appropriate security is ensured
- Accountability – compliance with principles is demonstrated

The college will ensure that information sharing is appropriate for the chosen lawful basis and the applied circumstances. When choosing the appropriate lawful basis for sharing agreements, the college will use the ICO's [lawful basis interactive guidance tool](#) in order to ensure that the appropriate lawful basis is being used based on the context of the safeguarding information being shared.

At least one lawful basis will be identified prior to sharing information and the college will ensure that it can demonstrate that it has considered which lawful basis to use in order to satisfy the accountability principle.

Records of decisions and reasons for these decisions will be maintained.

Consent will not be required for sharing information in the context of safeguarding; however, the college will ensure that the appropriate lawful basis has been identified prior to sharing information.

Staff will be trained on identifying the appropriate lawful basis to ensure that concerns are dealt with swiftly.

The following lawful bases for sharing information will be clearly communicated to staff members and how they apply to colleges in the context of safeguarding:

- Public task
- Legitimate interests
- Legal obligation
- Vital interests
- Consent

All staff will be aware that information sharing is always necessary where a pupil's life or immediate wellbeing may be at risk and that this will fall under the vital interests basis. Staff will also be aware of their duties to share information to safeguard a child where this falls under a legal obligation outside of data protection, e.g. the legal requirement for teachers to report FGM.

Staff will be aware that, whilst it is good to work with the knowledge and understanding of those involved in the sharing of safeguarding information, the lawful basis of consent is not required for sharing information in the context of safeguarding, and that the withholding of consent will not impact the ability to share information for a legitimate safeguarding purpose.

It will be important, however, to consider whether any of the information disclosed by a pupil should be withheld from certain individuals in order to reduce the risk of further harm to the pupil.

When sharing special category data – which is sensitive data that includes information about health, or revealing racial or ethnic origin – in addition to identifying a lawful basis the college will ensure that the following is met:

- A condition for processing under Article 9 of the UK GDPR, including health and social care
- For some of those provisions, a condition in the Data Protection Act 2018, including substantial public interest conditions such as the safeguarding of children and individuals at risk

When processing special category data, the college will ensure that it documents which special categories of data is being processed and will consider whether a DPIA is required.

The college will share relevant personal information required to keep a pupil at risk safe from neglect or physical, emotional or mental harm, or if it is protecting their physical, mental, or emotional well-being.

The college will comply with the right of individuals under Article 15 of the UK GDPR to access and receive a copy of their personal data in accordance with the Subject Access Request (SAR) Policy.

Staff will be advised to speak to the DPO if they are unsure about sharing safeguarding information and the DSL if they are unsure whether their concern constitutes a safeguarding issue.

6. Assessing risks

When making decisions about sharing information about a pupil, the college will ensure that the risks have been thoroughly assessed.

A DPIA will be utilised to help plan for information sharing and to assess and mitigate the risks to pupils' rights and freedoms. The DPIA will be used to ensure that sharing is done safely, lawfully and with accountability.

The DPO will prepare the DPIA based on their expertise and the information they have been provided with.

The college will not always be able to conduct a DPIA in one-off circumstances, or in an urgent or emergency situation where a staff member needs to raise their concerns over something they

have seen as a matter of urgency. In these situations, information will be shared swiftly based on what is necessary and proportionate in the circumstances at the time to safeguard the pupil.

7. Sharing information in an emergency

In the event of an emergency, the college will not hesitate to share information to safeguard a pupil and will prioritise protecting the safety of the pupil over following the usual process of sharing information; however, a proportionate approach will be taken based on the circumstances.

A record of what has been shared, who with and why will be produced by the DSL as soon as possible.

The college will plan ahead for emergency or urgent situations to ensure that everyone knows what to do and the process to follow.

Planning ahead will include considering what circumstances would mean that withholding information may cause more harm than sharing it.

The college will never provide pupils' personal data where the serious harm test is met.

Staff will receive training that is updated regularly and as required in order to ensure that they know what to do in the event of a safeguarding emergency, how to report information and who to report it to.

8. Monitoring and review

This policy will be reviewed by the principal, governing board, DSL and DPO as required and at least annually.

The next scheduled review date for this policy is 19 June 2027.