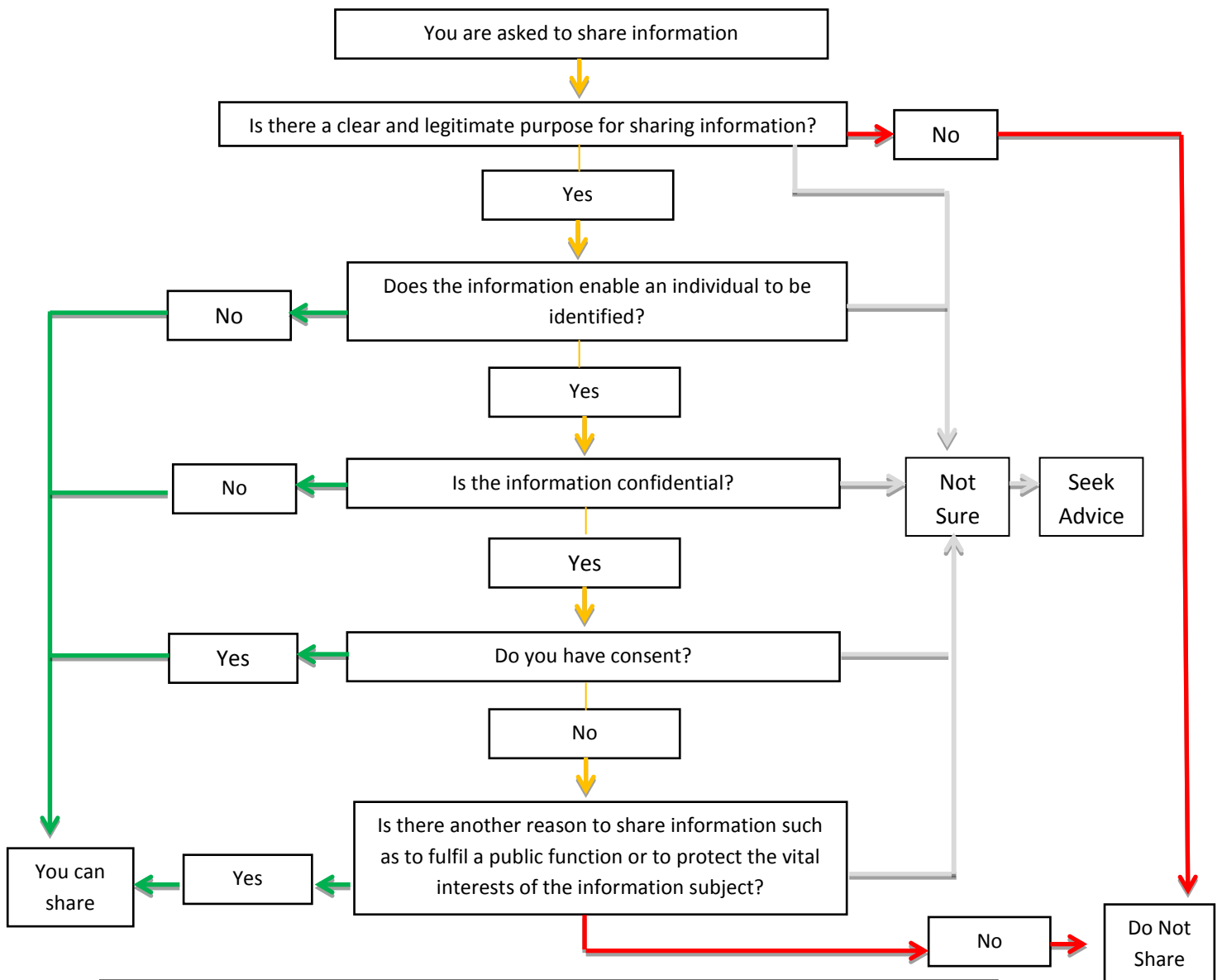


**Section 5: Flowchart – When and How to Share Information**



- Share Information:
- Identify how much information to share.
  - Distinguish fact from opinion.
  - Ensure that you are giving the right information to the right individual.
  - Ensure where possible, you are sharing the information securely.
  - Inform the individual that the information has been shared if they were not aware of this as long as this would not create or increase risk of harm.

Record the information sharing decision and your reasons in line with your organisation or local procedures.

If there are concerns that a child is suffering or likely to suffer harm then follow the relevant procedures without delay. Seek advice if unsure what to do at any stage and ensure that the outcome of the discussion is recorded.