

Confidentiality & Information Sharing Policy

SENbetweeners Hub UK

Policy Detail	Information
Version	1.0
Effective Date	 Date
Review Date	 Date
Approved By	 Person

1. Policy Statement

SENbetweeners Hub UK is committed to protecting the privacy and rights of children and young people, particularly those with undiagnosed or hidden Special Educational Needs (SEN) and Social, Emotional, and Mental Health (SEMH) needs. While we uphold strict standards of confidentiality, we recognize that safeguarding is a collective responsibility. The welfare of the child is paramount, and information will be shared lawfully and ethically to protect children from significant harm.

2. Statutory & Regulatory Framework

This policy is built upon and complies with current UK legislation and statutory guidance:

- **Children Act 1989, 2004, & 2023:** The core legal framework for child welfare and information sharing duties.

- **Keeping Children Safe in Education (KCSIE 2025):** Mandatory guidance for protecting children in education and community settings.
- **Working Together to Safeguard Children 2025:** Rules for inter-agency cooperation and multi-agency working.
- **UK GDPR & Data Protection Act 2018:** Legal requirements for the secure and lawful processing of personal data.
- **Online Safety Act 2023:** Duties to protect users from harmful digital content.
- **Equality Act 2010:** Duty to make reasonable adjustments for SEN/SEMH users.

3. Seven Golden Rules of Information Sharing

In accordance with statutory guidance, SENbetweeners Hub UK follows these core principles:

1. **GDPR is not a barrier:** It provides a framework to ensure personal information is shared appropriately.
2. **Openness and honesty:** Be clear with the individual (and/or their family) about why and with whom information will be shared, unless doing so puts the child at further risk.
3. **Seek advice:** Consult the Designated Safeguarding Lead (DSL) if in doubt about sharing.
4. **Share with consent where appropriate:** Where possible, respect the wishes of those who do not want their information shared, unless there is a safeguarding reason to override this.
5. **Safety and wellbeing:** Base information-sharing decisions on the safety and wellbeing of the child or others who may be affected by their actions.
6. **Necessary, proportionate, relevant, adequate, accurate, timely, and secure:** Ensure the information shared is for a specific purpose and shared only with those who need it.
7. **Keep a record:** Always document the decision and the reasons for sharing (or not sharing) information.

4. Confidentiality vs. Safeguarding

- **The Principle:** Information shared by users is kept confidential and stored securely.
- **The Exception:** Safeguarding trumps confidentiality. We must share information without consent if there is a legal duty or a clear need to protect a child from significant harm.
- **Professional Boundaries:** Staff and volunteers must never promise absolute secrecy to a child or young person.

5. Sharing Information without Consent

Information may be shared with statutory authorities (such as the Police or Local Authority MASH) without the consent of the data subject or parent under the following "Safeguarding Exceptions":

- When there is a risk of significant harm to a child or young person.
- When a crime is being prevented, detected, or prosecuted.
- When seeking consent would place the child at increased risk of harm.
- When seeking consent would undermine the prevention or detection of a serious crime.

6. Working with Vulnerable Children (SEN/SEMH Specific)

Children with undiagnosed or hidden needs are often more vulnerable to being misunderstood. We ensure:

- **Informed Decisions:** We recognize that behaviors linked to undiagnosed SEN/SEMH are not "bad behavior" but may be signs of distress or unmet need requiring professional intervention.
- **Accessibility:** Information about confidentiality and data rights is provided in clear, accessible language suitable for neurodivergent users.

- **Multi-Agency Cooperation:** We signpost families to local SEND services, health teams, or education welfare when unmet needs are identified.

7. Data Security & Storage

- **Encryption:** High-level encryption is used for all family and student records.
- **Access Control:** Information is shared only on a "need to know" basis with authorized personnel.
- **Retention:** Safeguarding records are kept according to statutory limitation periods; general survey or member data is retained for a maximum of 3 years unless otherwise required by law.

8. Reporting & Contact Details

Any concerns regarding confidentiality or requests for information sharing must be directed to the Designated Safeguarding Lead (DSL).

Designated Safeguarding Lead: Chris Ineson

Contact Information: 07386179410

9. Acknowledgement

I confirm that I have read, understood, and agree to adhere to the Confidentiality & Information Sharing Policy of SENbetweeners Hub UK.

Name: Person

Signature: _____

Date: Date