

## **Broomfield Park Swimming Club**

### **Record keeping, confidentiality and information sharing guidance**

(based on Wavepower 2024)

**“Data protection law will never get in the way of you sharing information to protect a child or young person at risk of harm, either to their physical or mental wellbeing. You will not get in trouble with the ICO for doing the right thing”.**

*John Edwards, Information Commissioner of the United Kingdom*

BPSC has a duty to comply with the data protection legislation and regulations in place from time to time. Information about concerns of abuse includes personal data, potentially amounting to criminal offence data. It is therefore important to be clear as to the grounds for processing and sharing information about concerns of abuse.

Processing information includes record keeping. Records relating to safeguarding concerns will be accurate and relevant. BPSC will ensure that all safeguarding records are kept securely, with access limited only to those who need it. Arrangements must be made to ensure that access to safeguarding records is transferred to any new Welfare Officers.

The club Welfare Officer will use a BPSC specific email for their role, this email will only be accessed by the Welfare Officer. Access to this email address must be transferred to any new Welfare Officers, and log-in details (such as passwords, and two-factor authentication details) must be changed when there is a change to the Welfare Officer.

Sharing information, with the right people, is central to good practice in safeguarding. However, it must only take place where necessary and not excessively, and where considered necessary to ensure the safety of a member.

Data protection legislation is not a bar to the handling of safeguarding information and sharing concerns with other organisations where required. Concerns will be shared internally to ensure that reports made to any individual within the club are referred to the Safeguarding and Welfare Team at Swim England to consider safeguarding concerns.

If you are aware of a concern and are in doubt as to whether to share information, please contact the Welfare Officer ([welfare.bpsc@gmail.com](mailto:welfare.bpsc@gmail.com)) or seek advice from the Swim England Safeguarding and Welfare Team or contact the Local Authority and explain the situation without giving personal details about the person at risk or the person causing harm.

Any decision to share or not to share information with an external person or organisation must be recorded together with the reasons to share or not share information.

### **Multi agency working**

Safeguarding legislation gives Local Authorities a leading role, however, it is recognised that safeguarding can involve a wide range of organisations.

BPSC may need to cooperate with the Local Authority and the Police, including but not limited to:

- providing more information about the concern you have raised;

- providing a safe venue for the child/adult to meet with other professionals, for example, police, social workers or advocates;
- attending safeguarding meetings;
- coordinating internal investigations (e.g. complaints, disciplinary) with investigations by the police or other agencies;
- sharing information about the outcomes of internal investigations; and
- providing a safe environment for the child/adult to continue their sporting activity/their role in the club.

Information sharing is essential for effective safeguarding. When taking decisions about what information to share, you must consider how much information you need to release. Not sharing more data than is necessary is a key principle of the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018, and you should consider the impact of disclosing information on the information subject and any third parties. Information must be proportionate to the need and level of risk.

The most important consideration is whether sharing information is likely to support the safeguarding and protection of a child or adult at risk. There will be incidents where sharing information with a person (or their parent/guardian) suspected of a criminal offence may compromise an investigation. The Welfare Officer will seek advice from the Safeguarding and Welfare Team at Swim England in such cases.

## Confidentiality

Confidentiality must be maintained at all times when a concern has been raised and is being investigated. Clubs must only tell individuals who need to know and can help in managing the concerns. If the concern relates to a child, and their parents/guardians are not implicated in the concern, ensure they are made aware at the earliest opportunity.

Consider the best method of communication to maintain confidentiality and be mindful of the environment. For example, who else is around you, can you make a phone call without others overhearing your conversation?

If breached, confidentiality can put people at risk of further harm either by further inappropriate action of an individual(s) involved or other individuals who hear about the concern through rumours. Ultimately, any investigation may be impeded by misinformation or rumours.