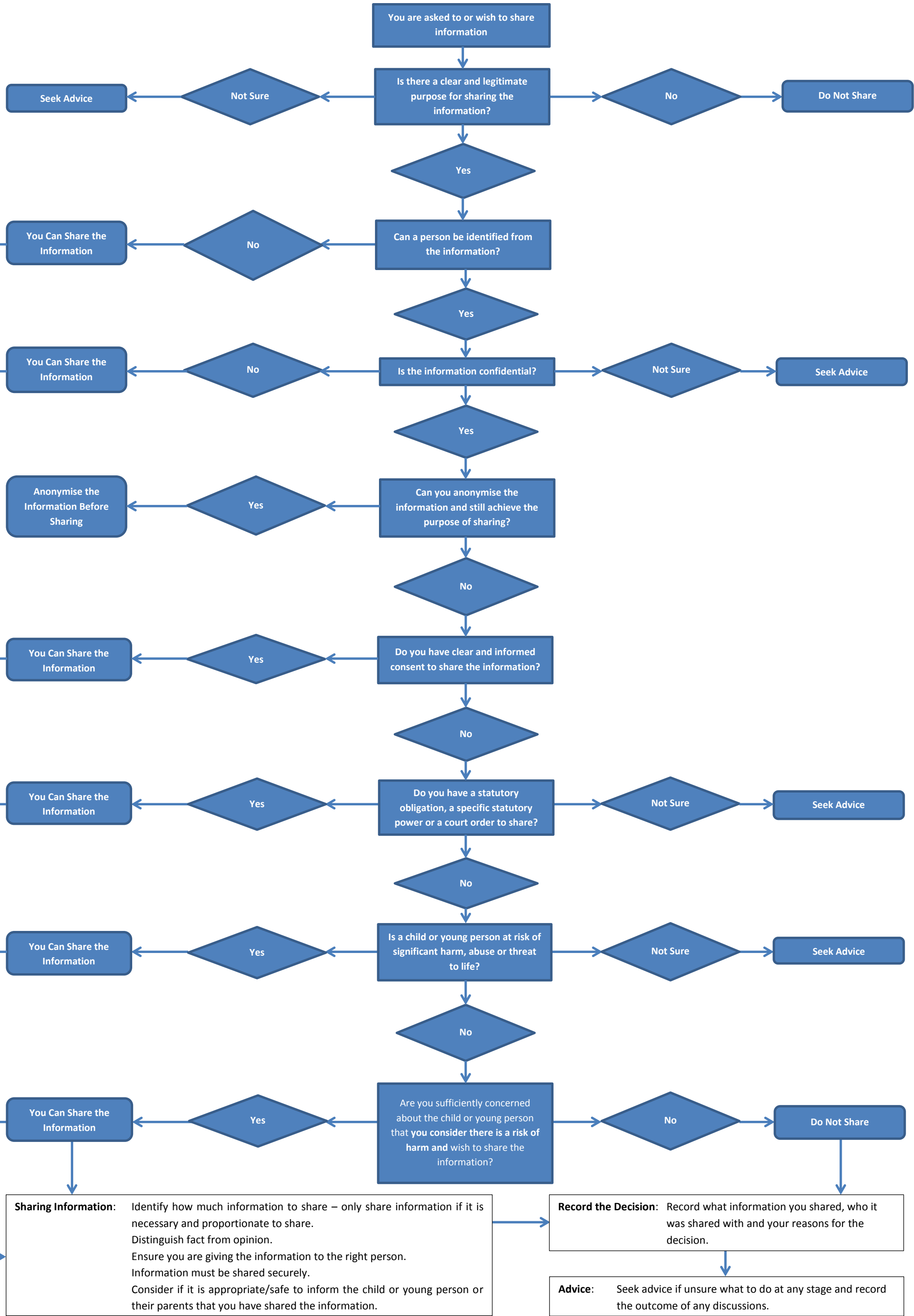


AYRSHIRE INFORMATION SHARING FLOWCHART – WHEN AND HOW TO SHARE INFORMATION



Sharing Information: Identify how much information to share – only share information if it is necessary and proportionate to share. Distinguish fact from opinion. Ensure you are giving the information to the right person. Information must be shared securely. Consider if it is appropriate/safe to inform the child or young person or their parents that you have shared the information.

Record the Decision: Record what information you shared, who it was shared with and your reasons for the decision.

Advice: Seek advice if unsure what to do at any stage and record the outcome of any discussions.