



PSIS GUARDIAN

INTERNATIONAL PORTAL



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PSIS GUARDIAN PROTECT • SUPPORT • INSPIRE • SAFEGUARD

MODULE 5 – SECTION A

CONFIDENTIALITY AND INFORMATION SHARING



SAFE
RESPECTFUL
INCLUSIVE
TOGETHER



INTRODUCTION

Confidentiality is a key part of safeguarding. Information about a child or vulnerable adult must be handled sensitively and shared only with those who need to know in order to protect them from harm.



WHY CONFIDENTIALITY MATTERS

- Protects privacy and dignity
- Builds trust and confidence
- Ensures information is handled responsibly
- Supports safeguarding procedures
- Complies with legal and organisational requirements

WHEN INFORMATION SHOULD BE SHARED

- When someone is at risk of harm.
- When a safeguarding concern has been reported.
- When required by law.
- With safeguarding officers and relevant authorities.
- On a need-to-know basis only.

INFORMATION SHARING PRINCIPLES

- Share only necessary information.
- Share with the right people.
- Share promptly when safety is at risk.
- Record what was shared and why.
- Keep records secure.

WHAT NOT TO DO

- Promise complete secrecy.
- Discuss cases with friends or colleagues who do not need to know.
- Share information on social media.
- Leave records unsecured.
- Delay sharing information when someone is at risk.



KEY MESSAGE



Confidentiality is important, but safeguarding comes first.

If a child or vulnerable adult is at risk, information must be shared with appropriate safeguarding professionals.

LEARNING OUTCOMES



By the end of this section learners will be able to:

- Explain the importance of confidentiality.
- Understand when information should be shared.
- Apply information-sharing principles.
- Balance confidentiality with safeguarding responsibilities.



Safeguarding is everyone's responsibility. Together we can create safe environments for all children and vulnerable adults.



REMEMBER

PROTECT INFORMATION • SHARE RESPONSIBLY • SAFEGUARD EFFECTIVELY



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RECOGNISE



RESPOND



REPORT



PROTECT



Working together
for safe environments
for all children and
vulnerable adults.