

Bournemouth and Poole Local Safeguarding Children Board



Joint Procedures for Sharing Information on Domestic Abuse with Bournemouth and Poole Education Settings

First agreed in September 2014

Revised April 2017 (LSCB Safeguarding in Education Sub Group)

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1. Introduction

This document should be read in conjunction with:

- MARAC information sharing protocol: <https://www.dorsetforyou.gov.uk/marac>
- Dorset Information Sharing Charter (DISC) and associated guidance documentation: <https://www.dorsetforyou.gov.uk/disc>
- Bournemouth and Poole LSCB Levels of Need and Continuum of Support July 2016

This is a Personal Information Sharing Agreement (PISA) linked to the Dorset Information Sharing Charter (DISC).

Between (*insert name of organisation*).....

And Bournemouth Borough Council/Borough of Poole

Note: Organisations who sign up to the PISA must also be signatories to the DISC.

The Bournemouth and Poole Local Safeguarding Children Board aims to support all people experiencing domestic abuse, including children and young people who may be the primary or secondary victims of such behaviour. This is part of the Early Help Offer. To this end this agreement has been developed to assist with the sharing of information, with the aim of:

- Increasing earlier identification of domestic abuse
- Facilitating a timely and appropriate response to children and young people affected by domestic abuse
- Minimising the long-term effect of domestic abuse on children and young people and the prevention of repeat victimisation

These procedures are complementary to and do not replace the existing safeguarding procedures. If you have safeguarding concerns regarding a child or young person, you must contact the relevant MASH (Multi Agency Safeguarding Hub) for where the child lives:

Bournemouth

Tel: 01202 458101/458102

Out of hours 01202 657279

E-mail: MASH@bournemouth.gov.uk

Poole

Tel: 01202 735046

Out of hours 01202 657279

E-mail: MASH@poole.gov.uk

Dorset

Tel: 01202 228866

Out of hours 01202 657279

E-mail: MASH@dorsetcc.qcsx.gov.uk

1.1 Lawful Basis for the Sharing of Personal Information

The privacy and information rights of individuals are protected by:

- The Data Protection Act 1998
- The Human Rights Act (2000)
- The common law duty of confidentiality

Any decision to disclose or share information must be necessary, justified and proportionate to risks in accordance with information rights law.

The following legislation provides the statutory powers for the partner organisations to share information relating to domestic violence which may pose a significant risk to a child or adult:

- The Crime & Disorder Act (1998)
- The Housing Act (2004)
- The Domestic Violence Crime & Victims Act (2004)
- The Children Act (1989 and 2004)

Any decision to disclose information must be properly documented, including:

- The reasons for the decision to disclose
- The extent of the disclosure made
- The permitted use of the disclosed information

2. Domestic Abuse Information Sharing Procedures

2.1 Information Sharing

Dorset police send information about all domestic abuse incidents to Bournemouth and Poole local Authorities Children's services.

In turn, children's services will send an 'alert' to all education settings whatever their status, to advise that an incident has occurred involving adults sharing the same address as a child or parent of the child. If the child is electively home educated, the Local Authority Elective Home Education Officer will be informed. This alert will not contain the details of the incident.

Information will be sent via a secure email address.

('Education Settings' includes the college, schools whatever their status and early years providers such as pre-schools, nurseries, childminders and children's centres)

Children's services will not share all of the information received from the police on their system. Once sent the information is deleted. The record will only state that an alert has been sent to the education setting.

The information contained in the Police incident report remains the property of Dorset Police and is shared with Bournemouth and Poole education settings via the Children's Services, for the purpose of protecting and supporting children and young people.

Families are informed by Police at the time of the incident, that the information about the incident will be disclosed to relevant agencies including education settings for the purposes of child protection.

2.2 Responding to Children, Young People and Parents

The 'alert' is a trigger for staff to consider whether further action is required.

The 'alert' will be sent to the Designated Safeguarding Lead (DSL). The DSL should consider:

- What other information is known about the family
- If there are already significant concerns a discussion should take place with the MASH worker to find out more about the domestic abuse incident, whether this contributes to risk of significant harm to the child and to share the concerns and information the education setting already have
- Where a discussion with a Social Worker is required a decision will be made as to further action e.g. Social Care Assessment, completion of Early Help Assessment (see flowchart)
- If the education setting does not have any other concerns, this alert should be logged and relevant staff advised on a need to know basis in order to **monitor the child's** welfare (see flowchart for other actions)

Education settings should include a statement in their child protection/safeguarding policy and safeguarding page of their website, that the Police **via Children's Services** alert them that a domestic abuse incident has occurred at the home of a child. However, routinely the detail of the incident will not be shared with the education setting unless there are other **concerns about a child's welfare**. This is to ensure that education settings meet their data protection requirements. ([LSCB Safeguarding Policy Guidance](#))

DSLs will make referrals to the MASH Team or share information where the child is considered to be at risk of significant harm or in need of other services.

The information should be kept in the child's safeguarding file in accordance with the LSCB recording guidance and records management society guidance. ([Schools Recording Guidance](#))

Where a safeguarding file is not already in place for a child when a domestic abuse alert is received, one should be set up for this purpose. See the Schools Recording Guidance.

The Designated Safeguarding Lead in each education setting will need to store this information confidentially and securely.

The education setting should be aware that alerts may be received on occasion in relation to a parent/ex-partner who is no longer in regular contact with the child. It will also not be known if the child was present at the time of the incident. This should lead the education setting to be cautious in how they respond to this information. Any clarification or concerns must be discussed with the MASH worker.

It would usually only be appropriate to acknowledge the incident with a parent or pupil if further information has been sought from the MASH team. This should only be done when it is thought that discussion will promote the welfare of the pupil.

3. Breaches of Confidentiality, Complaints Procedure and Withdrawal from the PISA.

3.1. Any breach of the Domestic Abuse information sharing agreement will be extremely damaging for all signatory agencies and also potentially harmful to the victims of domestic abuse.

3.2. Complaints regarding inappropriate sharing of information will be dealt with via the **Local Authority's normal complaints** and data breach procedures, where this has taken place by an Officer of the Local Authority. If the complaint is about inappropriate sharing of information in an education setting **the agency's own internal complaints** and data protection procedures will be followed. This may involve referral to the Information Commissioners Officer.

3.3. This PISA is guidance with an agreement to abide by it. Information can be shared outside of the PISA providing the principles of the PISA and DISC are adhered to. All partner agencies have the right to withdraw from the PISA or to refuse to sign up to it. Agencies that do not sign up to the PISA or who withdraw from it will be excluded from participation in routine sharing of alerts about domestic abuse incidents.

3.4 Termination of PISA by an organisation

If you no longer want to be party of this PISA i.e. you no longer wish to receive domestic **abuse 'alerts' you should advise** the relevant Local Authority giving at a minimum, one month's notice of termination.

4. Further Advice for Education Settings in Tackling Domestic Abuse

Designated Safeguarding Leads, Senior Leadership Teams and Governors should consider:

- A specialist input on domestic abuse at in-service training days
- Provision of posters and leaflets which detail appropriate phone numbers and support services or display information for potential victims of domestic abuse, e.g. parents/carers or others visiting the education setting
- Professional support for staff who may be dealing with personal issues of domestic abuse (details of specialist support agencies can be provided)
- Fostering a 'zero-tolerance' attitude to violence and abuse
- Inclusion of lessons or sessions on healthy relationships and domestic abuse
- DSL attendance at domestic abuse/MARAC training

Practical support for children and young people experiencing domestic abuse:

- Emotional support, including individual informal support – staff in education settings are often the adults children prefer to talk to
- Referral to support agencies including child protection referral where necessary
- Facilitate peer support
- Provision of uniform/text books/stationary to children living in refuges (who may have left their homes suddenly and were unable to take all school supplies) or in households where domestic abuse is an issue and resources are lacking
- Support to children living in refuges or other places away from home, to reduce isolation – transport assistance, providing a place to do homework

Additional support for children and young people affected by domestic abuse:

www.thehideout.org.uk

www.womensaid.org.uk

www.childline.org.uk

Childline Tel: 0800 1111

Where to get help for victims:

Parents/carers experiencing domestic abuse may chose to disclose and/or ask for assistance from the professionals working with their children. You may sign post to:

Bournemouth Domestic Violence Outreach project: Tel: 01202 547755

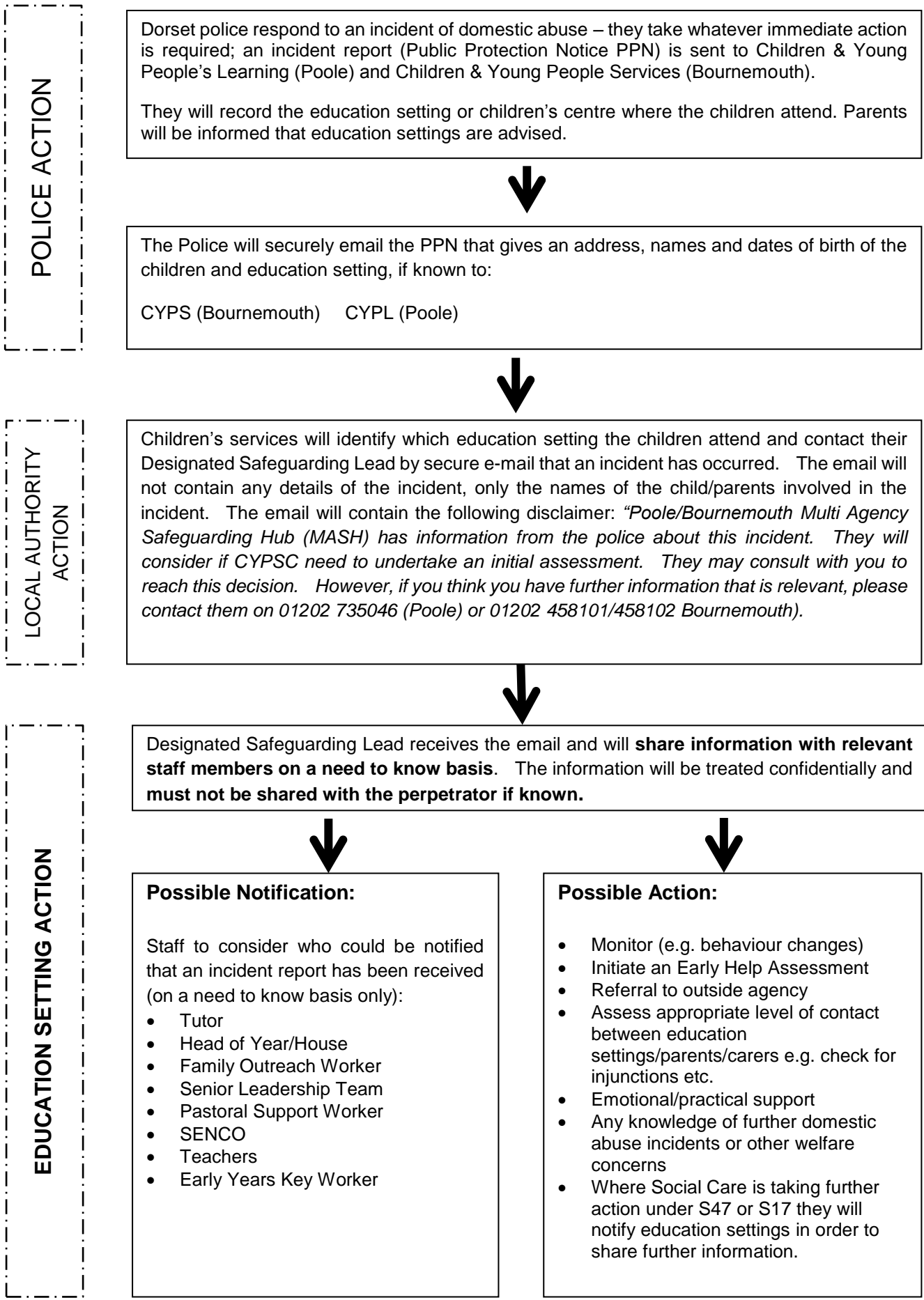
Poole Domestic Violence Outreach project: Tel: 01202 710777

Dorset: www.dorsetforyou.com/dvahelp

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Information Exchange from Dorset Police to Bournemouth & Poole Education Settings



POLICE ACTION

Dorset police respond to an incident of domestic abuse – they take whatever immediate action is required; an incident report (Public Protection Notice PPN) is sent to Children & Young People’s Learning (Poole) and Children & Young People Services (Bournemouth).

They will record the education setting or children’s centre where the children attend. Parents will be informed that education settings are advised.



The Police will securely email the PPN that gives an address, names and dates of birth of the children and education setting, if known to:

CYPS (Bournemouth) CYPL (Poole)



LOCAL AUTHORITY ACTION

Children’s services will identify which education setting the children attend and contact their Designated Safeguarding Lead by secure e-mail that an incident has occurred. The email will not contain any details of the incident, only the names of the child/parents involved in the incident. The email will contain the following disclaimer: *“Poole/Bournemouth Multi Agency Safeguarding Hub (MASH) has information from the police about this incident. They will consider if CYPSC need to undertake an initial assessment. They may consult with you to reach this decision. However, if you think you have further information that is relevant, please contact them on 01202 735046 (Poole) or 01202 458101/458102 Bournemouth).*



Designated Safeguarding Lead receives the email and will **share information with relevant staff members on a need to know basis**. The information will be treated confidentially and **must not be shared with the perpetrator if known**.



EDUCATION SETTING ACTION

Possible Notification:

Staff to consider who could be notified that an incident report has been received (on a need to know basis only):

- Tutor
- Head of Year/House
- Family Outreach Worker
- Senior Leadership Team
- Pastoral Support Worker
- SENCO
- Teachers
- Early Years Key Worker

Possible Action:

- Monitor (e.g. behaviour changes)
- Initiate an Early Help Assessment
- Referral to outside agency
- Assess appropriate level of contact between education settings/parents/carers e.g. check for injunctions etc.
- Emotional/practical support
- Any knowledge of further domestic abuse incidents or other welfare concerns
- Where Social Care is taking further action under S47 or S17 they will notify education settings in order to share further information.