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Trafford Alternative Education Provision

# Information Sharing Policy

[2025-26]



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**Trafford Alternative Education Provision**

Policy Title:	<b>Information Sharing Policy</b>		
Last Reviewed & Updated:	January 2026	Due for Review:	January 2027

Document Control

Version control/History

Name	Description	Date
Sarah Wright	Updated with new logo	January 2026

Approvals

Name	Position	Date
Linda Thompson	Executive Headteacher	January 2026

Links to

Policy
<ul style="list-style-type: none"> <li>• Data Protection Policy</li> <li>• Staff Code of Conduct</li> <li>• Child Protection and Safeguarding Policy</li> </ul>

General Data Protection Regulation (GDPR)
This policy document has been reviewed in compliance with GDPR (May 2018) Linda H Thompson, Executive Head teacher 



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**Trafford Alternative Education Provision**

**Our Mission Statement:**

Trafford Alternative Education Provision is committed to providing....

A 21<sup>st</sup> Century education that promotes the academic, emotional and social development of our students. Our aim is to create a holistic, nurturing and inspiring environment where students are supported and encouraged to take charge of their lives, their learning and their decisions. Every student will have an understanding of their personal journey, challenges and future opportunities. All will be encouraged to become independent thinkers and learn to value and respect others thus enabling them to meet the challenges of the wider world. In partnership with parents, carers, schools and outside agencies we will provide students and staff with a positive and supportive learning experience.

We will achieve our vision by constantly thinking about the bigger picture, working as one team, valuing our staff and their continual development and by frequently reviewing, debating and developing the curriculum.

## 1. Purpose

The purpose of this policy is to ensure that Trafford Alternative Education Provision shares information lawfully, appropriately, and securely to support pupil welfare, safeguarding, and educational progress. Effective information sharing is essential to protecting children and young people, supporting early intervention, and enabling effective partnership working across Trafford.

## 2. Scope

This policy applies to all staff, governors, volunteers, and professionals working on behalf of Trafford Alternative Education Provision. It covers the sharing of personal, sensitive, and safeguarding information relating to pupils, families, and staff with internal colleagues and external agencies.

## 3. Legal and Statutory Framework

Information sharing within Trafford Alternative Education Provision is informed by the following legislation and statutory guidance:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Children Act 1989 and 2004
- Keeping Children Safe in Education (latest edition)
- Working Together to Safeguard Children
- Education (Pupil Information) Regulations 2005
- Trafford Safeguarding Children Partnership procedures

All information sharing decisions will reflect the **seven golden rules for information sharing**.

## 4. Principles of Information Sharing

Trafford Alternative Education Provision is committed to ensuring that information is:

- Shared **lawfully, fairly, and transparently**
- **Relevant, accurate, and proportionate**
- Shared on a **need-to-know basis**
- **Timely**, particularly where safeguarding or welfare concerns exist
- **Securely stored and transferred**
- Focused on promoting the **best interests of the child**

Staff must use professional judgement and always prioritise the safety and welfare of the child.

## 5. Consent

Where appropriate, Trafford Alternative Education Provision will seek consent from parents/carers or pupils before sharing personal information. Consent will not be required where:

- There is a safeguarding or child protection concern
- A child or others may be at risk of harm
- Sharing is required by law or statutory duty

In these circumstances, information will be shared without consent, and the rationale will be clearly recorded.

## 6. Safeguarding and Child Protection

Safeguarding is paramount. Trafford Alternative Education Provision recognises that the Data Protection Act 2018 does not prevent the sharing of information where there is a legitimate safeguarding concern.

Information will be shared promptly with relevant agencies, including Trafford Children's Social Care, where there is reasonable cause to believe a child is at risk of significant harm. The **Designated Safeguarding Lead (DSL)** has lead responsibility for safeguarding-related information sharing and record keeping.

## 7. Information Sharing with External Agencies

Trafford Alternative Education Provision works closely with a range of partner agencies, including:

- Trafford Local Authority services
- Trafford Safeguarding Children Partnership
- Children's Social Care
- Health services
- Youth Justice Service
- Police
- Mainstream schools and other alternative provision settings

Information shared will be limited to what is necessary, shared securely, and recorded in accordance with agreed local protocols.

## 8. Information Sharing with Parents, Carers and Pupils

Parents/carers and pupils have the right to access information held about them, subject to legal exemptions. Trafford Alternative Education Provision will ensure that information shared with families is appropriate, clear, and does not compromise safeguarding or the welfare of the child.

Requests for information will be managed in line with data protection legislation and Trafford AEP's Data Protection Policy.

## 9. Data Security and Storage

Trafford Alternative Education Provision will ensure that all personal information is stored and processed securely. Staff must:

- Use secure electronic systems approved by Trafford Council
- Follow clear protocols for email, file transfer, and record storage
- Report any actual or suspected data breaches immediately to the Executive Headteacher and Data Protection Officer

## 10. Roles and Responsibilities

- **Executive Headteacher:** Overall responsibility for information governance and compliance
- **Designated Safeguarding Lead (DSL) including DDSLs:** Oversight of safeguarding information sharing and liaison with partner agencies
- **All Staff and Professionals:** Responsibility to follow this policy and raise concerns appropriately
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## 11. Training and Awareness

All staff working within Trafford Alternative Education Provision will receive regular training on information sharing, data protection, and safeguarding in line with Trafford Council and statutory requirements.

## 12. Monitoring and Review

This policy will be reviewed annually, or sooner in response to changes in legislation, guidance, or Trafford Safeguarding Children Partnership procedures. Oversight will be provided by senior leaders and the governing body.