

Recording Concerns and Information Sharing Procedure



Riding Establishment:

Purpose and Commitment

We have a duty to safeguard the welfare of children, young people, and adults at risk. This includes ensuring that concerns are recorded accurately, stored securely, and shared appropriately with those who need to know. Clear and consistent recording and information sharing is vital to protecting individuals from harm and ensuring that concerns are acted upon promptly.

This procedure should be read in conjunction with our **Safeguarding Policy**

Recording Concerns

Any member of staff, volunteer, or contractor who becomes aware of a safeguarding concern must record it at the earliest opportunity, using the **Safeguarding Concern Report Form**. Records should be factual, accurate, and written in clear language. They should include the date, time, and place of the incident or disclosure, the names of those involved, and what was observed or said. Personal opinions or assumptions should be avoided, although professional judgement may be noted where relevant. Photographs should not be taken.

If a child, young person or adult at risk makes a disclosure, their own words should be recorded as closely as possible. Staff should not attempt to investigate or ask leading questions but should ensure that what was shared is written down promptly. Concerns must be passed to the Equestrian Safeguarding Officer (ESO) without delay, even if the staff member is unsure whether the concern meets a safeguarding threshold.

Storing and Accessing Records

Safeguarding records are highly confidential. All records must be kept securely, either in a locked cabinet for paper forms or in a password-protected digital system. Access should be restricted to the ESO, deputy ESO or a senior manager with safeguarding responsibility. Records should not be kept in general client files and must be clearly marked as confidential.

Retention of records must comply with the Data Protection Act 2018 and UK GDPR. We will retain child protection records until the child is 25 and records for adults at risk for 6 years after the last contact.

Information Sharing

Sharing information appropriately is essential to safeguarding. We will follow the principle that the welfare of the child or adult at risk is paramount. Information will be shared lawfully, proportionately, and only with those who need to know to protect the individual concerned.

Staff should not promise confidentiality to a child or adult at risk. Where there is a safeguarding concern, information may need to be shared with external agencies even without consent, if there is a risk of significant harm or if a crime has been committed. In other situations, consent should be sought before information is shared, and individuals should be informed why sharing is necessary and with whom.

Information sharing should be necessary, proportionate, relevant, accurate, timely, and secure.

If we are uncertain on whether data can be legally shared, we will review the basis for sharing using:

- [Dept for Education Information Sharing Guidance](#)
- [10 Step Guide to Sharing Information to Safeguard Children](#)
- [Lawful Basis Interactive Guidance Tool](#)

Escalation and Referral

If the concern indicates that a child, young person, or adult at risk is in immediate danger, emergency services must be contacted by dialling 999. For non-emergency safeguarding concerns, the ESO will contact the local authority safeguarding team.

Confidentiality, Transparency, and Accountability

Every individual has the right to expect their personal information to be handled with care. All decisions about recording and sharing safeguarding concerns will be made with reference to statutory guidance, data protection law and the best interests of the child or adult at risk. A clear audit trail of decisions and actions will be maintained.

The ESO will ensure that staff and volunteers receive training on recognising, recording, and sharing concerns, and that they understand how their actions link to the wider safeguarding system. Where uncertainty exists about thresholds or next steps, staff should refer to the **Safeguarding Policy** or seek advice from the ESO.

Safeguarding Concern Summary Table

Stage	Action	Notes / Guidance
1. Recognise	Identify signs, disclosures, or behaviours that raise concern	Use professional curiosity; avoid assumptions or leading questions
2. Record	Document concern in individual's own words, noting time, date, and context	Use the reporting form; avoid interpretation or speculation
3. Respond	Take immediate action if risk is present	Contact emergency services if urgent; reassure individual appropriately
4. Report	Notify ESO or designated safeguarding lead	Do not delay; verbal report followed by written form where possible
5. Review	Assess threshold for safeguarding intervention	Consider child/adult at risk status, consent, and legal basis for sharing
6. Share	Share information with relevant agencies if threshold met	Use lawful basis: consent, vital interests, public task, or substantial public interest
7. Record Sharing	Log what was shared, with whom, when, and why	Maintain audit trail; restrict access to safeguarding team only
8. Follow-Up	Monitor outcomes, offer support, and review internal actions	Update safeguarding records; consider further training or policy review