



- Share information:**
- Identify how much information to share.
  - Distinguish fact from opinion.
  - Ensure that you are giving the right information to the right person.
  - Ensure you are sharing the information securely.
  - Inform the person that the information has been shared if they were not aware of this and it would not create or increase risk of harm.

Record the information sharing decision and your reasons, in line with your agency's or local procedures.

If there are concerns that a child may be at risk of significant harm or an adult may be at risk of serious harm, then follow the relevant procedures without delay.  
 Seek advice if you are not sure what to do at any stage and ensure that the outcome of the discussion is recorded.