

# Recording Concerns and Information Sharing

## Statement of Intent

This is the Recording Concerns and Information Sharing Policy Statement of the:

### **Northern Ireland Raspberry Jam (Registered Charity no. NIC107983)**

The Northern Ireland Raspberry Jam Trustee Board is committed to ensuring that all concerns relating to the safety and wellbeing of attendees, particularly children and young people, are recorded and shared appropriately. The Trustee Board recognises its responsibility to uphold safeguarding standards and to comply with all relevant legislation regarding the handling of sensitive information.

All volunteers and trustees are expected to accurately document any concerns in a clear, objective, and timely manner and to report them to the Designated Safeguarding Officer. Information will be shared only on a need-to-know basis, respecting confidentiality while prioritising the safety of individuals at risk.

Records will be stored securely and managed in line with UK GDPR and the Data Protection Act 2018. The Trustee Board is committed to ensuring that all safeguarding actions are supported by proper documentation and responsible information sharing.

This policy applies to all those involved in the activities of the Northern Ireland Raspberry Jam.

**Signature of Chair:**



Name: James Dougan  
Email: [james.dougan@niraspberryjam.com](mailto:james.dougan@niraspberryjam.com)  
Date of Signature: 04/04/2025

**Signature of DSO:**



Name: Adam Cunningham  
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Date of Signature: 04/04/2025

## Introduction

This policy outlines the procedures for recording and sharing concerns about the safety and wellbeing of attendees, including children and young people at the Northern Ireland Raspberry Jam. It ensures that concerns are documented and shared appropriately in line with safeguarding responsibilities.

## Principles

- The welfare of attendees is the primary concern.
- Information will be recorded accurately, securely and shared appropriately.
- Confidentiality will be respected, but must not prevent necessary safeguarding actions.
- All concerns will be handled in line with relevant safeguarding laws and guidelines.

## Recording Concerns

If a volunteer or trustee has a concern about an attendee's welfare, they must:

1. Record the concern promptly in a clear, factual and objective manner.
2. Include relevant information such as:
  - a. Date, time and location of the concern
  - b. Name of those involved if known
  - c. Description of the concern or incident
  - d. Any action taken
  - e. Signature of the person recording the concern
3. Avoid assumptions or opinions and only document what was seen, heard or reported.
4. Report the concern to the Designated Safeguarding Officer (DSO) as soon as possible.

## Information Sharing

To ensure the safety of attendees:

- Information will only be shared on a need-to-know basis with relevant individuals (e.g: DSO, safeguarding authorities)
- Parental/carer consent is required for sharing information unless it places the child or vulnerable adult at risk.
- Concerns will be shared with external safeguarding agencies when required by law
- Personal data will be handled in compliance with UK GDPR and Data Protection Act 2018

## Storage and Security

- All recorded concerns will be stored securely and only be accessed by authorised personnel
- Records will be kept for a suitable period in line with legal requirements

## Review

This policy will be reviewed annually or in response to any significant changes in the safeguarding legislation.

For further guidance, contact the Designated Safeguarding Officer (DSO).