**Information Sharing within the Virtual School**

As part of their induction all new Caseworkers attend the Information Governance training which informs them of the correct protocols and procedures for handling and sending sensitive data. This training must also be undertaken every 3 years in order to update Caseworkers on current practice.

All Caseworkers are made fully aware that sensitive information e-mailed between colleagues with a ‘bournemouth.gov.uk’ e-mail address is secure, but even then, it is advised to use initials of Young People. Sensitive information sent to all other e-mail addresses on a need-to-know basis only, must be sent using the ‘Clearswift’ secure e-mail system.

Discretion needs to be used when telephoning colleagues, especially when sensitive information is being discussed and only when a Caseworker is completely confident that they are communicating with identified and relevant colleagues.

At the start of 2016 all records (case recordings, chronologies, e-mails, PEPs etc) have been stored electronically and information is only shared with those pertinent to the education of each child. After the completion of each PEP, Foster Carers are sent a copy of the completed PEP and have the opportunity to correct any information that they wish to. All sensitive correspondence, e.g. PEPs are sent with a return label on the back of the envelope and particularly sensitive information is sent by recorded delivery, again with a return label on the back.

Carers have a section of the PEP that they can contribute their views to and each Caseworker negotiates with the Carers/Parents how they receive the information, e.g. via post, via Supervising Social Worker or through secure e-mail.

Secure e-mails are used to share information between local authority departments and schools or phone calls where colleagues are known.

All Caseworkers are provided with a work mobile phone in order to conduct their business and have been provided with guidance as to the safe and correct use of these. Young People are not provided with these numbers but have access to office telephone numbers.

When Young People move, schools pass all relevant information and records etc between them via a secure portal. With regard to Caseworkers relevant social and educational information is securely sent to the new Designated Teacher via secure e-mail.