

Subject Access request (SAR) flowchart: Safeguarding

School Receives SAR involving a child open/previously open to external services

Is the SAR Valid?

NO

Does the School hold multi-agency documentation?

YES

Does any of the information you hold, have the potential to cause the child harm

Release/Redact once you have checked that the content does not place the child at risk of harm

We have evidence that the document has been shared with the parent already.

Record details of these discussions and your decision/rationale for disclosure or redaction

NO

YES

NO

Release with normal redaction

Redact or Refuse

Does the child have a social worker?

YES

NO

Discuss with the social worker/child protection chair

Discuss with the child Protection Chair/CIN Social worker for the time of the plan.

In agreement that disclosure does not place the child at risk (*DPA 2018 – Schedule 3 – Paragraph 3*)

NO

YES

Redact or Refuse

Release

Record details of these discussions and your decision/rationale for disclosure or redaction