



Information Sharing Form (ISF): One-Page Briefing Sheet

Purpose of the ISF

The ISF supports safe, timely information sharing between schools and GP practices to ensure coordinated support and safeguarding.

When to Use the ISF

Use the form to share concerns, request GP contact, or advise that a parent/carer or young person has been asked to make a GP appointment.

When NOT to Use the ISF

Not for acute illness, neurodevelopmental referrals, or for children who are being seen by hospital consultants.

Consent

For all ISF requests we would ask that consent be sought every time unless there is a legitimate basis for sharing safeguarding information/ concerns.

In this instance, the school should ensure that they record the premise for NOT gaining consent. If you are unsure at all, please seek advice from your Data Protection Officer.

Submitting the Form

Email securely to the GP practice with read receipt. Subject line: 'SAFEGUARDING – ISF – PUPIL'S INITIALS AND DOB'.

Where the GP name/ contact is not known

Contact 0-19 service/ Healthy Families Team requesting up to date GP information



Timeframes

Allowance needs to be given for GP shift patterns and any necessary follow-up required by them before a response to the ISF provided to the school i.e request for child to be seen by the GP for medical observation.

School professionals should make clear of any impending school holidays or absence which may affect a response from them on their ISF for GPs to consider.

Important Notes

No attachments should be added. Submitting confirms that the school has followed internal safeguarding and information-sharing processes.

For GP- if there is likely to be a delay in response to the ISF please send an acknowledgement email with likely timescale for response.

Recording

If you exchange information by telephone, ensure that both parties agree with what is being recorded in health and education records as part of your conversation.

Escalation

Where you are dissatisfied with an ISF outcome or have exhausted all avenues to contact the GP practice, we advise that you contact your School and Education Safeguarding Coordinator within your local authority.

For GP's we advise that you contact your GP Safeguarding Lead.