

Pound Hill Pre-School Policy and Procedures



10.7 Information Sharing

Policy Statement

We recognise that parents have a right to know that the information they share with us will be regarded as confidential as well as to be informed about the circumstances when, and the reasons why, we are obliged to share information.

We are obliged to share confidential information without authorisation from the person who provided it, or to whom it relates, if it is in the public interest. That is when:

- It is to prevent a crime from being committed or to intervene where one may have been, or to prevent harm to a child from adult: or
- Not sharing it could be worse than the outcome of having shared it.

The decision will not be made by an individual but with the back-up of the management team and committee. The three critical criteria are:

- Where there is evidence that the child is suffering, or at risk of suffering, significant harm.
- Where there is reasonable cause to believe that a child may be suffering, or is at risk of suffering, significant harm.
- To prevent significant harm arising to children and young people or adults, including the prevention, detection and prosecution of serious crime.

The Preschool is registered with the Information Commissioners Office (ICO)

Procedures.

1. The General Data Protection Regulation (GDPR) (2018) is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.

2. We will be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could, be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.

At Pre-School we ensure parents:

- Receive information about our Privacy Notice when starting their child in the setting and that they understand the circumstances with which information may be shared without their consent. This will only be when it is a matter of safeguarding a child or vulnerable adult:
- Have information about our Safeguarding Children and Child Protection Policy; and

- Have information about the other circumstances when information will be shared with external agencies after parental consent, for example, with regard to any special needs the child may have or transition to school.

3. The Pre-School will seek advice if in any doubt without disclosing the identity of the person where possible

4. Share consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. Information may still be shared without consent if in our judgement the lack of consent can be overridden in the public interest. This will be based on the facts of the case.

5. The information and sharing decisions will be based considerations of safety and well-being of the person and others who may be affected by their actions.

At Pre-School we:-

Record concerns and discuss these with Designated Child Protection officer.

- Record decisions made and the reasons why information will be shared and to whom; and follow the procedures for reporting concerns and record keeping.

6. All information shared will be relevant for the purpose for which it is being shared and will only be shared with those persons who need to have it. Information shared will be; necessary, proportionate, relevant, accurate, timely and secure.

7. A record of all decisions made and the reasons for them will be kept whether shared or not. If shared a record of whom the information is shared with, when and for what purpose will be made.

Parents have a right to be informed that their consent to share information will be sought in most cases, as well as the kinds of circumstances when their consent may not be ought, or their refusal to give consent may be overridden. We do this as follows:

- Our policies and procedures set out our responsibility regarding gaining consent to share information and when it may not be sought or overridden.
- This will be covered verbally when a child starts at the Pre-School.
- Parents are requested to give written consent to share information about any additional needs their child may have, or to pass on child development summaries to the next provider / school.

This policy was adopted by K Platt.....

Role of Signatory Manager.....

DateJuly 2021.....

Date to be reviewed01/09/2022.....