

24- Information sharing policy

Aim: To ensure 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 if it is in the public interest. That is when:

- It is to prevent a crime from being committed, to intervene to prevent harm to a child or adult.
- Not sharing it could be worse than the outcome of having shared it.
- This decision should never be made as an individual, but with the back-up of the management team.
- Share where there is a risk of harm

Procedures

Our procedure is based on the seven golden rules for information sharing as set out in Information Sharing: Guidance for Practitioners and Managers (DCSF 2008).

- The Data Protection Act provides a framework to ensure that personal information about living persons is shared appropriately.
- Our policy and procedures on Information Sharing provide guidance for the sharing of information. Be open and honest with the person/family and share it with their agreement unless it is unsafe to do so.

In our setting, we ensure parents:

- Receive information about our Information Sharing Policy when starting their child at Woodentops and that they sign our Enrolment Form to say that they understand the circumstances in 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
- Have information about the other circumstances when information will be shared with external agencies, for example, about any special needs the child may have or transition to school.

Seek advice if you are in any doubt, without disclosing the identity of the person where possible.

- Our staff discuss concerns about a child and any actions are recorded in the child's file and staff will seek advice and support from the Designated Safeguarding Officer.
- This policy sets out the duty of all our staff to refer concerns to our manager, owner, or DSO who will contact children's social care for advice.
- Our managers seek advice if they need to share information without consent to disclose.

Share where appropriate and, respect the wishes of those who do not consent. You may share without consent if, the lack of consent can be overridden in the public interest. Base judgement on the individual case.

- The manager will be able to advise staff accordingly.

Consider safety and well-being: Base information sharing decisions on the basis of the safety and well-being of those concerned

In our setting, we:

- Record concerns and discuss these with our Designated Safeguarding officer.
- Record decisions made and the reasons why information will be shared
- Follow procedures for reporting concerns and record keeping as set out in our Safeguarding Children and Child Protection Policy.

Ensure that the information you share is necessary for the purpose of sharing it, it is shared only with those people who need to have it, is accurate and up to date, is shared in a timely fashion and is shared securely.

- Our Safeguarding Children Policy and Children's Records Policy set out how and where information should be recorded and what information should be shared with another agency when making a referral.

Keep a record of your decision and the reasons for it. If you decide to share, record what you have shared, with whom and for what purpose.

- Where information is shared, we record the reasons for doing so in the child's file; where it is decided that information is not to be shared that is recorded too.

Consent

When parents choose Woodentops for their child, they will share information about themselves and their families. This information is regarded as confidential.

We inform them as follows:

- Parents know that we will gain their consent and that in specific circumstances their consent may not be needed to share information.
- Parents sign our Enrolment Form at registration to confirm that they understand this.
- We ask parents 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.
- We give parents copies of the forms they sign.
- Consent must be informed - that is the person giving consent needs to understand why information will be shared,
- We explain our Information Sharing Policy to parents.

Separated parents.

- Consent to share need only be sought from one parent. Where parents are separated, it would require parental representation.
- Where the child is looked after, we may also need to consult the Local Authority, as 'corporate parent' before information is shared. All the undertakings above are subject to our paramount commitment, which is to the safety and well-being of the child. Please also see our Safeguarding Children Policy.

This policy was adopted on	25 th March 2019
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