

**includEd Learning**

**Independent Specialist Education Provider**



# INFORMATION SHARING POLICY

## → Policy Statement

IncludEd Learning respects everyone's right to privacy. All staff and volunteers are expected to work within the guidelines of this policy. Care and due consideration is taken over decisions to break confidentiality.

IncludEd Learning recognises that parents/carers have a right to know that information they share will be regarded as confidential. However, there are certain circumstances when we share information with parents/carers consent and there are also circumstances when we are obliged to share information without parental consent. This policy details both sets of circumstances and should be read in conjunction with our Safeguarding and Children Protection Policy.

## → Information Sharing with Consent

When a student transitions from IncludEd Learning, we share information about their progress and development with their next education setting. We also share information with other settings where a child attends more than one setting. Parents/carers are asked to give written consent to sharing child development summaries and to sharing information about any additional needs their child may have. On occasion, we may agree with parents/carers to discuss particular issues with the new setting or school, where this may affect the child's transition. An example might be a difficult relationship with another child in the setting who will also be moving on to the same educational setting. Parents/carers are responsible for ensuring that other information about their child which may affect their progress is communicated to the next setting/school. This includes health and allergy issues and family circumstances such as illness, bereavement, divorce and separation.

## → Information Sharing without Consent

We are obliged to share confidential information without consent from the person who provided it or to whom it relates if this will prevent harm to a child or if not sharing the information could be worse than the outcome of having shared it. The Data Protection Act provides a framework to ensure that personal information about living persons is shared appropriately. In our Safeguarding and Child Protection Policy we detail those circumstances which would lead us to share information about a child with other services.

The three critical criteria informing the decision are:

1. evidence that the child is suffering, or is at risk of suffering, significant harm.
2. reasonable cause to believe that a child may be suffering, or at risk of suffering significant harm.
3. To prevent significant harm arising to children.

A decision to share information without consent is never taken lightly, it is a decision made jointly between staff and management and always puts the safety and well-being of children first. Careful record keeping of any concerns helps to support any decision for sharing information without consent. Details of our record keeping procedures are also contained in the Safeguarding and Child Protection Policy.

All members of IncludEd Learning staff, along with external agencies working with us are bound by the Information Sharing Policy. All Staff must be aware of the policy and understand their role within it. Staff and students are consulted on the development/renewal of the Information Sharing policy. In addition students and parents/carers are to be made aware of the policy and what it means to them.