

INFORMATION SHARING POLICY - GUIDANCE

Policy Statement

IncludEd 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 recognises that parents 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' 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 Children Policy,

Information sharing with consent

When a child moves on from IncludEd, we share information about their progress and development with the next education setting. We also share information with other settings where a child attends more than one setting. Parents 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 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 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 Children 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:

- evidence that the child is suffering, or is at risk of suffering, significant harm.
- reasonable cause to believe that a child may be suffering, or at risk of suffering significant harm.
- 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 Children Policy.

All members of IncludEd 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 pupils are consulted on the development/renewal of the Information Sharing policy. In addition pupils and parents are to be made aware of the policy and what it means to them.