



WARF Preschools
Swallows, Sampford Arundel
Stawley Under Fives



INFORMATION SHARING

See also SAFE GUARDING CHILDREN and CHILD PROTECTION POLICY AND PROCEDURES

We recognise that parents have a right to know that information they share will be regarded as confidential as well as be informed about the circumstances, and reasons, when 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 intervene where one may have been, or to prevent harm to a child or adult; or
- not sharing it could be worse than the outcome of having shared it.

The decision should never be made as an individual, but with the back-up of management. The three critical criteria are:

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

Procedures

Our procedure is based on HM Government's *Information Sharing – Advice for Practitioners providing safeguarding services to children, young parents and carers, March 2015*

Below in italics sets out the Seven Golden Rules for Information Sharing from HM Govt.'s Information Sharing (2015).

1. *Remember that the Data Protection Act 1998 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.*
 - Our policy and procedures on information sharing provide guidance to appropriate sharing of information with external agencies.
2. *Be open and honest with the individual (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.*
 - In our setting, we ensure parents receive information about our information sharing policy when starting their child in the setting and they sign a form to say that they understand circumstances when information may be shared without



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their consent. This will only be when it is a matter of safeguarding a child or vulnerable adult. This is on our registration form.

3. *Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.*
 - Managers and DSLs are conversant with this and are able to advise staff accordingly.
4. *Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, there is good reason to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be certain of the basis upon which you are doing so. Where you have consent, be mindful that an individual might not expect information to be shared.*
 - We uphold professional sensitivity and keep informed at all times, those who have provided consent, especially when they might not expect the information needing to be shared. Have information within our Safeguarding and Child Protection policy; and have information about the circumstances when information will be shared.
5. *Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.*
 - The DSLs use the Consultation Helpline for DSLs: 0300 123 3078 (see Safeguarding and Child Protection Policy) for anonymous advice if they are unsure.
6. *Necessary, proportionate, relevant, adequate, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (see principles).*
 - Managers and DSLs are conversant with this and are able to advise staff accordingly. Our Safeguarding and Child Protection procedure and Record Keeping procedure set out how and where information should be recorded and what information should be shared with another agency when making a referral.
7. *Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.*
 - Provision for this is set out in our Record Keeping procedure



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Consent

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 sought, 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.
- In our prospectus we ask parents to read and sign that they understand this policy
- Parents are asked 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.
- Copies are given to parents of the forms they sign.

- **We consider the following questions when we need to share:**
- Is there legitimate purpose to sharing the information?
- Does the information enable the person to be identified?
- Is the information confidential?
- If the information is confidential, do you have consent to share?
- Is there a statutory duty or court order to share information?
- If consent is refused, or there are good reasons not to seek consent, is there sufficient public interest to share information?
- If the decision is to share, are you sharing the right information in the right way?
- Have you properly recorded your decision?