

# INFORMATION SHARING POLICY AND PROCEDURES FOR WHIZZ KIDS PRE-SCHOOL

Please also see

- Safeguarding Children Policy
- Whistleblowing Policy
- Working in partnership with other agencies Policy
- General Data Protection Regulations Policy

## Policy

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 to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult;
- 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 the pre-school 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 the seven golden rules for information-sharing as set out in 'Information Sharing, Advice for Practitioners July 2018.

1. Remember that the General Data Protection Regulation (GDPR) and human rights laws are not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.
2. Be open and honest. Explain to families why, what, how, when and with whom information will or could be shared. Seek consent to share information, unless it is unsafe or inappropriate to do so, or undermines a criminal investigation.
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.
4. Share with consent where appropriate. Respect the wishes of children and parents not to consent to share confidential information. However, under the GDPR and Data Protection Act 2018 you may share information without consent if, you believe there is a lawful basis to do so e.g. safety.
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.
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.
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.

## Consent

Parents have a right to be informed that their consent to share information will be sought in most cases, as well as the kind 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.
- Parents sign a form at registration to say they understand this.
- 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.

## Legal framework

- General Data Protection Regulations 2018
- Human Rights Act 1998

## Further guidance

- Information Sharing July 2018
- Working Together to Safeguard Children 2018
- What to do if you're worried a child is being abused 2015

This policy and its procedures was adopted at a meeting between Mrs Sara Ward and Mrs Terina Wilkinson on 26<sup>th</sup> November 2019 and will be reviewed annually or sooner if necessary.

Signed by

Mrs Sara Ward

Manager

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And

Mrs Terina Wilkinson

Manager

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