



**LADYBIRDS**  
NURSERY

## **Information Sharing**

### **Safeguarding**

#### **Policy Statement**

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 related if 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 about sharing information is never made as an individual.**

The manager will consult with the deputy. The manager will also consult with the proprietor if she thinks necessary.

There are three critical criteria where we feel sharing information would be necessary;

-  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 young children and young people or serious harm to adults, including the prevention, detection and prosecution of serious crime



Any possible suspicions of anyone at risk of radicalisation or being drawn into terrorism (See Prevent Duty Policy for more detailed information)

## Procedures

Our procedure is based on the 7 golden rules for information sharing as set out in Information Sharing; Guidance and Managers (DCSF2008)

1. Remember that the Data Protection Act is not a barrier to sharing information, but provides a framework to ensure that personal information is shared appropriately.
2. Be open and honest. Explain to families how, when and why information will be shared about them and with whom. Seek consent to share information, unless it puts the child at risk or undermines a criminal investigation.

### At Ladybirds Nursery we ensure parents;



Read our policy about our sharing of information when they start, and sign a form to say that they understand circumstances when information may be shared without their consent. This will only be a matter of safeguarding a child.



Have read all our policies and procedures regarding safeguarding children and staff.



Have information when necessary about the circumstances when information will be shared with external agencies, for example, with regard to any special needs the child may have or transition to school.

3. Seek advice when there are doubts about possible significant harm to a child or others
4. Share with consent where appropriate. Respect the wishes of children and parents not to consent to share confidential information.

However, in the interest of the child, know when it is reasonable to override their wish.

5. We consider the safety and welfare of the child when making a decision about information sharing - if there are concerns regarding 'significant harm' the child's well being and safety is paramount.

In nursery we record concerns and discuss these with the nursery safeguarding officers who will record decisions made and reasons why information will be shared and to whom.

6. Information shared should be accurate and up to date, necessary for the purpose it is being shared for, shared with only those who need to know, and shared securely.
7. Reasons for making decisions or not are recorded.

## 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.
- ❖ We share this information with parents when the register and sign to say they have read the policies and understand our procedures.

We consider the following questions when we think we need to share information

-  Is there legitimate purpose to the sharing of the information?
-  Does the information enable the person to be identified?
-  Is the information confidential?

-  Do we have consent to share?
-  Is there a statutory duty or court order to share information?
-  If consent is refused, or there is a good reason not to gain consent, is there sufficient evidence for information to be shared?
-  If the decision is to share, are we sharing the information in the correct way?
-  Have we properly recorded their decision?

## Information Checking

In line with the new government policies from September 2017, and with children being eligible to receive 30 hours funding, we are obliged to check parent's eligibility to receive the funding. Parents are informed at registration that we will need to check their details on the government website. Parents need to sign a declaration document at registration to allow us to do so.

## GDPR

This policy takes into account the rules and regulations of General Data Protection Regulations.

Issue Date January 2016

Date to be Reviewed January 2017

Date Reviewed May 2017

Date to be Reviewed May 2018

Date Reviewed May 2018

Date to be Reviewed May 2019

Date Reviewed April 2019

Date to be reviewed April 2020

Date Reviewed

This policy will be reviewed sooner than the review date should any new information become available.

