



Wattisham Airfield Childcare Centre

Information Sharing

“Ensuring that children and young people are kept safe and receive the best support they need when they need it is vital. Where information sharing is necessary to achieve this objective it is important that the practitioners have a clear understanding of when information can be shared. It is also for them to understand the circumstances of when sharing is inappropriate. The General data protection regulations are not barriers to sharing information but are in place to ensure that personal information is shared appropriately.”

At Wattisham Airfield Childcare Centre 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.
- 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

1. Explain to families how, when and why information will be shared about them and with whom. That consent is obtained, unless it puts the child at risk or undermines a criminal investigation
 - We ensure parents have information about the circumstances when information will be shared and to give consent for involvement with external agencies for example with regard to any special needs the child may have or transition periods.
 - If we have any safeguarding concerns around the care a child is receiving we ensure parents sign a form upon registration to confirm they understand when information will be shared with external appropriate agencies without their consent.
 - We respect the wishes of children and parents not to consent to share confidential information.
 - We record concerns and discuss these with the setting's *designated person for safeguarding*. We follow the settings Safeguarding Children's policy with regards to the procedures for any records of concerns made.
2. Seek advice when there are doubts about possible significant harm to a child or others.
 - The nominated safeguarding lead (Sarah Frost) contacts children's social care for advice where they have doubts or are unsure.
3. Information shared will be accurate and up-to-date, necessary for the purpose it is being shared for and shared only with those who need to know and shared securely.
 - Our Safeguarding Children and Data protection procedures set out how and where information is recorded and what information should be shared with another agency when making a referral.
4. Reasons for decisions to share information, or not, are recorded.
 - Provision for this is set out in our Data protection procedure

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.

- We consider the following questions:
 - 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?

All the undertakings above are subject to the paramount commitment of the setting, which is to the safety and well-being of the child. Please also see our Data protection, Safeguarding Children and Child Protection policy.

Legal framework

- Data Protection Act 1998
- Human Rights Act 1998
- Every Child Matter: Change for Children 2004

This policy was adopted at a meeting	
of	name of
Held on	setting
Date to be reviewed	(date)
Signed on behalf of the management committee	(date)
Name of signatory	_____
Role of signatory (e.g. chair/owner)	_____

Review dates:

Date _____ **signed** _____

Date _____ **signed** _____

Date _____ **signed** _____

Date _____ **signed** _____

Date _____ **signed** _____