

Safeguarding Information Sharing

**Unique
Child**

**Positive
Relationships**

**Enabling
Environment**

**Learning
Development**

**1.2 Inclusive
Practice
1.3 Keeping
Safe**

**2.1 Respecting
Each Other
2.2 Parents as
Partners**

**3.4 The Wider
Context**

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 will not be made as an individual, but with the back-up of management committee officers. 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 is suffering, or at risk of suffering, significant harm.*
- To prevent significant harm arising to children including the prevention, detection and prosecution of serious crime.*

Our procedure is based on the FOLLOWING rules for information sharing as set out in Information Sharing: Guidance for Practitioners revised July 2018.

- 1. Remember that the Data Protection Act is 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 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. Seek advice when there are doubts about possible significant harm to a child or others.*
- 3. Share with consent where appropriate. Respect the wishes of children and parents not to consent to share confidential information. However, in the interests of the child, know when it is reasonable to override their wish.*
- 4. Consider the safety and welfare of the child when making a decision about sharing information – if there are concerns regarding ‘significant harm’ the child’s well being and safety is paramount.*
- 5. Information shared should be accurate and up-to-date, necessary for the purpose it is being shared for, shared only with those who need to know and shared securely. Our 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.*
- 6. Reasons for decisions to share information, or not, are recorded. Parents/Carers consent to share information will be sought in most cases. Parents/Carers refusal to give consent may be overridden.*

This policy was adopted at a meeting after the AGM of Haddenham Puddleducks Pre-school held in February 2020

Signed on behalf of Haddenham Puddleducks Pre-school by