

BEETLEY & DISTRICT PRESCHOOL

Registered as a Charity Number 1029927

Ethical Information Sharing Policy.

'Practitioners need to understand their organisation's position and commitment to information sharing. They need to have confidence in the continued support of their organisation where they have used their professional judgement and shared information professionally.'

Information Sharing: Guidance for Practitioners and Managers (DCSF 2008).

Statement of Intent:

We believe that all children and families have a right to know that information they share and we gather is regarded as confidential and will only be shared in a just and right manner to benefit the children and their families.

Our Aim:

We aim to provide children and their families the best possible support where needed to help the children meet the 'Every Child Matters' outcomes; Enjoy & Achieve, Achieve Economic Well-being, Stay Safe, Make a Positive Contribution, Be Healthy.

Procedures:

- This Ethical Information Sharing Policy is closely linked with our Safeguarding Policy, Child Protection Policy, Transition Policy, SEND Policy, Confidentiality Policy, Data Protection Policy.
- Information we receive is stored and shared in accordance with the General Data Protection Regulations (GDPR) 2018.
- We get parental consent to share any information unless doing so puts the child at risk of suffering significant harm. (See Child Protection Policy)
- Information may be shared with other Early Years settings that the child attends, the primary school to which the child will be transferring, (see Transition Policy), Early Year's Advisor, Speech and Language Therapists or other professional agencies (see Working in Partnership with other Agencies.) that specialise in areas of developmental delay (see SEND policy), Social Services, the Police, Local Safeguarding Board (see Safeguarding Policy).
- We follow the guidance set out in 'Information Sharing: Guidance Sharing for Practitioners and Managers'.
- We record details of when, how, with whom and reason for sharing information.
- The decision to share information is made on a case by case basis.
- We only share relevant 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 to intervene where one may have been.
- 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 management team. The three critical criteria are:

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

A decision to share information without consent is never taken lightly. The decision is made jointly between staff and the committee and always puts the safety and well-being of the children first.

Signed:	Chairperson	Manager
Date;	Date for next Review:	