

Severn Beach Preschool
Safeguarding Children Policy and Procedure

Information Sharing

All staff understand the Preschool's position and commitment to information sharing.

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. This 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 should never be made as an individual, but with the backup of the 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 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

- The General Data Protection Regulations (GDPR) 2018 are not a barrier to sharing information but provide a framework to ensure that personal information is shared appropriately. Please see our GDPR policy which covers information stored.
- We will be open and honest. We will explain to families, how and why information will be shared about and with whom. We will seek consent to share information, unless it puts the child at risk or undermines a criminal investigation. Parents will:
 - Receive information about our information sharing policy when starting their child in the setting and they sign a form to that they understand circumstances when information may be shared without their consent. This will only be when it is a matter of safeguarding a child.

- Have information about our Safeguarding Children and Child Protection Policy.
 - Have information 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. This will always be with parental permission.
- Staff will seek advice when there are doubts about possible significant harm to a child or others.
- We respect the wishes of children and parents not to consent to share confidential information. However, in the interests of the child, there may be times when it is reasonable to override these wishes.
- The manager and management committee are conversant with this and are able to advise staff accordingly. We 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. We will:
 - Record concerns and discuss with the settings designated safeguarding lead and/or designated officer from the management committee for child protection matters. Record decisions made and the reasons, why information will be shared and to whom; and
 - Follow the procedures for reporting concerns and record keeping.
- Information shared will be accurate and up-to-date; necessary for the purpose it is being shared and shared only with those who need to know and shared securely.

Consent

Parents are 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, 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 always asked to give written consent to share information about any additional needs their child may have.
- Permission is not needed to pass on developmental summaries to the next provider/school as this is a legal requirement, as it is to have a two way flow of information between settings where there is shared care.

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