**INFORMATION SHARING POLICY.**

Our keyworkers understand our position and commitments around information sharing. We ensure all staff use professional judgement, and that all information on our children remains confidential in line with GDPR May 2018 unless we are obliged to share for the prevention of harm, or child safety.

**Policy Statement.**

We understand that parents have a right to know that information they share with us will be regarded as confidential as well as being informed about the circumstances and reasons when we are obliged to share information. We are obliged to share information without authorisation from the person who provided it or whom it relates to 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, or to prevent harm to a child or adult, and/or when not sharing it could be worse than the outcome of having shared it.

The decision would never be made by an individual, but with the back-up of our management and committee team. The criteria for information sharing is:

* 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 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. The GDPR May 2018 is not a barrier to sharing information but provides a framework to ensure that personal information about a living person is shared appropriately.
2. We will be open and honest. We will explain how, when and why information will be shared and will seek consent to share information unless it puts a child at risk or undermines a criminal investigation. We ensure parents understand our policy on information sharing when starting their child in our setting, and also on all our Safeguarding Children Policies. Parents will be made aware of circumstances where we need to share information with external agencies, for example, with regards to any special needs the child may have, or for transition to school.
3. We will seek advice when there are doubts about possible significant harm to a child or others, and will contact Children’s Social Care if questions remain.
4. We will share with consent where appropriate, and respect the wishes of children and parents not to consent or share confidential information. However, in the interests of the child there may be times when it is reasonable to override their wish.
5. Managers and keyworkers will consider the safety and welfare of the child when making the decision about sharing information – if there are concerns regarding ‘significant harm’ the child’s well-being and safety is paramount. Concerns will be recorded and discussed with the designated officer for child protection matters, any decisions made and reasons why will also be recorded.
6. 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.
7. Reasons for decisions to share information, 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 kinds of circumstances where their consent will not be sought, or their refusal to give consent may be overridden. We do this as follows;

* Our policies and procedures set out our responsibilities regarding gaining consent to share information and when it may be sought or overridden.
* We will cover this verbally when the child starts, and ensure all parents or guardians are aware of where our policies can be accessed and parents sign a form at registration to say they understand this.
* Parents are asked to give written consent to share information about any additional needs their child may have, or pass on child development summaries, to the next provider/school.
* Copies are given to parents of the forms they sign.

All undertakings around information sharing are subject to the paramount commitment of the setting, which is to the safety and well-being of the child.

**This policy was adopted on .………………………………….......**

**Date to be reviewed ...…………………………………….**

**Signed on behalf of the management committee …………………………………………**

**Name of signatory …………………………………………**

**Role of signatory (e.g. Chair/owner) …………………………………………**