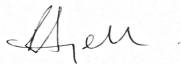


R

Information Sharing



Version control

Agreed at Meeting on	Attended by	Final Approval by	Date Approved	Next Review Date
5.6.2014	R. Angell J. Malins		5.6.2014	5.6.2015

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))

Otters Nursery Schools recognise that parents/carers and persons using the nursery 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. In most cases information relating to a child, parent/carer, staff member or person using the nursery is shared in an ‘open environment’.

However, 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 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.

R



All parents/carers, staff and persons using the nursery are required to sign a Confidentiality declaration which indicates the circumstances under which information may be shared without authorization.

- All persons sign and date the declaration and agree to the terms of the declaration.
- All Confidentiality Declarations are signed prior to children and/or adults using the nursery.
- The Confidentiality Declaration forms part of the Employment Contract for staff.
- The Confidentiality Declaration forms part of the Nursery Contract for parents/carers and persons using the nursery.

Otters Nursery Schools recognise 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.

Key Commitments:

- Otter Nursery Schools implement policies and procedures to safeguard children and train all staff how to implement the policy and procedures.
- Otters Nursery Schools' policies and procedures set out our responsibility regarding gaining consent to share information and when it may not be sought or may be overridden.
- We recognize that parents/carers 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, or their refusal to give consent may be overridden.
- Managers 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 ensure that all persons using Otter Nursery Schools understand circumstances when information may be shared without their consent. This will only be when it is a matter of safeguarding a child or vulnerable adult.
- We ensure that information about our Safeguarding Children, Child Protection, Confidentiality , Sharing Information Policies and Procedures are freely available for all persons using the nursery.
- Our Managers and staff recognize when to share with consent where appropriate and respect the wishes of children and parents not to consent to share confidential information.
- We believe that it is good practice for the nursery to liaise with all professionals that work with children who attend the nursery.

Procedure

All staff must :

- follow the Safeguarding Procedure if it is a safeguarding issue.

R



- report information that must be shared with the Room Leader and simultaneously with the relevant designated member of staff. Relevant designated members of staff include the staff member responsible for Special Educational Needs (SEN), Child Protection and Behaviour Management.
- work with and take instruction from senior members of staff, the relevant designated member of staff and the Manager.
- The relevant designated member of staff will be the lead person on behalf of the nursery and the main point of contact, liaising with all relevant persons and responsible for maintaining a report.
- The relevant designated member of staff will establish if the information may be shared with or without authorization by consulting the Manager. If it is agreed that authorization is NOT required this decision must be recorded, signed and dated by the Manager and staff involved.
- If it is agreed that authorization is required and or desirable the Manager will write to the Parent/Carer or person disclosing the information to request a meeting.
- The Manager and relevant designated member of staff will be present at the meeting and explain to the Parent/carer, person who shared the information, how, when and why information will be shared about them and with whom.
- Written permission to share the information will be sought. Dated and signed.
- The Manager will report the meeting including the conclusion and share the report with the persons at the meeting, filing a report in the Child's Personal Record or Staff File (as appropriate).
- If written permission is given External Bodies and or Professionals may be contacted by either the Manager or the Relevant Designated Staff with the written authorization of the Manager.
- If written permission is not given the Manager must contact the designated Company Director R. Angell to discuss. Advice will be sought.
- In this case, External Bodies and or Professionals may only be contacted by the Manager with the written authorization of the designated Company Director R. Angell.
- In this case, if authorization is given, the parents/carers or persons who shared the information will be contacted by the designated Company Director R. Angell in writing and informed that the information will be shared. They will be informed how, when and why information will be shared about them and with whom. This will be done prior to the information being shared.
- In both circumstances the parents/carers or persons who shared the information, must be kept fully informed about consequent actions. They must be invited at all stages to be involved in any processes with the nursery, outside agencies and professionals. Where appropriate they must be offered necessary help and support.