Little Monsters Day Nursery

Information Sharing Policy

1. Policy Statement

Little Monsters Day Nursery recognises that parents and carers have a right to expect that information they share with us will be treated confidentially. Staff will always explain when and why information may need to be shared and with whom.

We are legally obliged to share information without consent if it is in the **public interest**, for example:

- To prevent a crime or intervene where one may have been committed.
- To prevent harm to a child or vulnerable adult.
- When withholding information could result in greater harm.

Decisions about sharing confidential information are always made collaboratively, not by an individual, and follow three key safeguarding criteria:

1. Evidence that a child is suffering or at risk of significant harm.
2. Reasonable cause to believe a child may be suffering or at risk of significant harm.
3. To prevent significant harm to children, young people, or adults, including detection and prosecution of serious crime.

2. Procedures

Our procedures follow the **six points of good practice** in *Information Sharing: Practitioners' Guide (HMG, 2018)*:

1. Explain to families how, when, and why information is shared

- Parents are informed of our policy at registration and sign to confirm their understanding.
- Consent is normally sought unless sharing information is required to safeguard a child or vulnerable adult.
- Parents receive information on our Safeguarding and Child Protection Policy.
- Parents are informed when information is shared with external agencies (e.g., regarding special educational needs or transition to school).

2. Prioritise child safety and welfare when making decisions

- Concerns are recorded and discussed with the Setting Manager.
- Decisions to share information are documented, including the reasons and recipients.
- We follow our safeguarding reporting and record-keeping procedures.

3. Respect the wishes of children and parents, but override consent when necessary

- Guidelines on consent are part of this procedure.
- The Manager advises staff when consent can be reasonably overridden in the child's best interests.

4. Seek advice when unsure

- The Manager contacts children's social care or relevant agencies for guidance if there is uncertainty about potential significant harm.

5. Ensure information is accurate, necessary, secure, and shared only with those who need to know

- Safeguarding and Child Protection procedures set out how and where information is recorded and shared.

6. Record decisions regarding information sharing

- All decisions to share, or not share, information are documented, in line with record-keeping procedures.

3. Consent

- Consent is sought in most cases, but may not be requested or may be overridden if in the child's best interests.
- Parents sign to acknowledge understanding at registration.
- Written consent is obtained for:
    - Sharing information about additional needs.
    - Passing child development summaries to other providers or schools.
- Decisions to share are guided by the following questions:
    - Is there a legitimate purpose to share the information?
    - Does the information identify an individual?
    - Is it confidential? If so, do you have consent?
    - Is there a statutory or court obligation to share?
    - Is public interest sufficient to override consent?
    - Are you sharing the right information in the right way?
    - Has the decision been properly recorded?

Paramount principle: All actions are taken with the **safety and well-being of the child as the top priority**.

4. Legal Framework

- **Data Protection Act 1998**
- **GDPR and Data Protection Act 2018**
- **Human Rights Act 1998**

---

5. Further Guidance

- *Information Sharing: Practitioners' Guide* (HMG 2018) https://www.everychildmatters.gov.uk/_files/ACB1BA35C20D4C42A1FE6F9133A7C614.pdf

---

6. Policy Adoption

Nursery: Little Monsters Day Nursery

Date Adopted:

Signed: _____

Role: Manager