

## **Information Sharing Policy**

### Safeguarding Children

#### Policy statement

We recognise that parents, members of staff, volunteers and trustees 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.

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; 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 support of a member of the Lead Safeguarding Team.

The three critical criteria are:

1. Where there is *evidence* that the child is suffering, or is at risk of suffering, significant harm.
2. Where there is *reasonable cause to believe* that a child may be suffering, or at risk of suffering, significant harm.
3. To *prevent* significant harm arising to children and young people or serious harm to adults, including the prevention, detection and prosecution of serious crime.

### **1. Procedures**

Our procedure is based on the 7 golden rules for information sharing as set out in *Information Sharing: Guidance for Practitioners and Managers (DCSF 2008)*.

1. Remember 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. Our policy and procedures on information sharing provide guidance to appropriate sharing of information with external agencies.
2. Be open and honest. Explain to families how, when and why information will be shared about them and with whom. Seek consent to share information, unless it puts the child at risk or undermines a criminal investigation.

In our setting we ensure parents;

- receive information about our information sharing policy when starting their child in the setting and they sign a form to say 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 or vulnerable adult. This is on our registration form;
  - 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.
3. Seek advice when there are doubts about possible significant harm to a child or others. Managers contact children's social care for advice where they have doubts or are unsure.
  4. Share with consent where appropriate. Respect the wishes of children and parents not to consent to share confidential information. However, in the interests of the child, know when it is reasonable to override their wish. Guidelines for consent are part of this procedure.
  5. Information shared should be accurate and up to date and shared securely.
  6. Our Child Protection procedure and Record Keeping procedure set out how and where information should be recorded and what information should be shared with another agency when making a referral.
  7. The reasons for decisions to share information, or not, are recorded.

## **2. 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 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 asked to give consent to share information about any additional needs their child may have, or to pass on child development summaries, to the next provider/school.
- Signed copies of contracts are given to parents.

We consider the following questions when we need to share information

- Is there legitimate purpose to sharing the information?
- Does the information enable the person to be identified?
- Is the information confidential?
- If the information is confidential, do you have consent to share?
- Is there a statutory duty or court order to share information?
- If consent is refused, or there are good reasons not to seek consent, is there sufficient public interest to share information?
- If the decision is to share, are you sharing the right information in the right way?
- Have you properly recorded your decision?

All the undertakings above are subject to the paramount 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.

## **Learning Book**

We are working in partnership with the LearningBook.

The Lloyd Park Children's Charity are taking a digital approach to observing and assessing children's learning. Parents will be able to access up-to-date information on their child's progress online.

This is in accordance with the Early Years Foundation Stage (EYFS) Framework 2017, Data Protection Act 2018.

The Lloyd Park Children's Charity are working together with 'LearningBook' to adopt to new best practice.

LearningBook is a digital assessment programme, which uses a secure hand-held tablet to collect notes, photographs, video and audio clips.

The observations are recorded by nursery staff, and linked to the areas of the EYFS.

The information is stored on a secure server, which is encrypted, and password protected.

It can only be accessed by parents, carers and staff.

In addition to this, the LearningBook staff have access for site maintenance as required.

All of their staff have undergone safeguarding checks Via LearningBook organisation.

The Smart Tablet that we are using only runs LearningBook. It's not possible to install any other apps or software onto the device, it is not possible to link or access the Internet or any other media sites.

Children's safety is of the utmost importance to us.

We have strict guidelines in which our staff team follow when accessing information and data input. Staff must adhere to our safeguarding policies as laid out in the Centre's Safeguarding Policy, Confidentially and client access to records policy.

Guideline are:

- Staff are not allowed to download, screenshot or print out any child's personal information, observations, notes, pictures, video or audio material.
- If printing of any nature is required, for example for an Ofsted inspection, permission must be granted by a senior member of staff.
- Passwords to the online portal will be changed on a weekly basis in partnership with the Early Years Coordinator and the LearningBook.
- During induction periods, staff/students will have limited access to the LearningBook.
- Staff only have access to observations and assessments.
- Adding of new children/moving family groups, archiving of children's record or any other information can only be done via a allocated member of staff.
- Permission must be granted by a senior member of staff before any information can be changed or deleted.
- If information has been sent under the wrong child, the Early Years Co-ordinator needs to be informed so this can be rectified.
- If the Learningbook smart tablets are taken off site, this must be agreed by a senior staff member and recorded in the main office.
- The online portal can only be accessed by The Lloyd Park Children's Charity's IT equipment.

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We will revoke access to any person, if there is evidence of misuse, pending an investigation, the appropriate taken would be take.

**Legal framework:** Data Protection Act 2018, Human Rights Act 1998

**Further guidance:** Information Sharing: Guidance for Practitioners and Managers

Policy Name	Information Sharing Policy
Version Number	V2
This policy was developed by	Governance and Accountability Sub Group
These people were consulted/ involved in developing the policy	Safeguarding Team
This Policy was adopted by	Trustee Board
Date	March 2018
Signed	
Name	James Wragg
Role	Chairperson
Next Review Date	March 2019