



## Information Sharing

At Whitsers, we recognise that parents have a right to know that the information they share with us will be regarded as confidential, as well as to be informed about the circumstances when, and the reasons why, 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 could be worse than the outcome of having shared it.

The decision should never be made as an individual, but with the back-up of the committee. 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 is at risk of suffering, significant harm.
- To prevent significant harm arising to children and young adults, including the prevention, detection and prosecution of serious crime.

Our procedure is based on the seven golden rules from 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 with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could, be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.

At Whitsers we ensure parents:

- Receive information about our Information Sharing Policy when starting their child in the setting and that they sign our Registration Form to say that they understand the circumstances in which information may be shared without their consent. This will only be when it is a matter of safeguarding a child or vulnerable adult.

Document Name

Information Sharing Policy

Information Sharing Policy

Revision Number

Date

3

21/05/2017

No changes

01/09/2019

Revision