

## **Information Sharing Policy**

Information parents share will be kept confidential, but there are times when 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.

This is when.

- To prevent harm to a child or adult
- It is to prevent a crime from being committed or intervene where one may have been
- Not sharing it could have worse outcome

This decision will be made with the support and back up of the safeguarding officers and the committee.

The three critical criteria are;

- 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 harm.
- Where there is evidence that the child is suffering, at risk of suffering or there is significant harm.

### 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 consent and non-consent. We may cover this verbally when your child starts.
- Parents may sign a consent form to say they have read the policies and procedures.
- Parents are asked to give written consent to share information about any additional needs their child may have, or to pass on child development summaries (transition documents) to the next school/providers.

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 we have the 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 we properly recorded all information and our decision?

All the undertakings above are subject to the paramount commitment of Busy Otters Pre-School, which is to the safety and well-being of the children.

Please also see our safeguarding children and child protection policy.