



INFORMATION SHARING POLICY

Member of staff responsible	Caroline McKellar
Committee member responsible	Louise Eite and Carrie-Ann Lewis (Chair)
Date agreed with staff	10 February 2011
Date agreed at Committee	10 February 2011
Signed on behalf of Committee	
Print name & date	
Frequency of policy review	Annual
Date next review due	January 2012

Document Version Control

Issue Number	Issue Date	Summary of changes
1.0	January 2010	Checked against PSLA guidelines.
1.1	February 2010	Small correction.
	January 2011	Reviewed no changes

Policy statement

Lydiard Millicent Pre School recognises that parents have a right to know that information they share will be regarded as confidential. However, there are certain circumstances when we share information with parents' consent and there are also circumstances when we are obliged to share information without parental consent. This policy details both sets of circumstances and should be read in conjunction with our Safeguarding Children Policy,

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice 1.3 Keeping safe	2.1 Respecting each other 2.2 Parents as partners	3.4 The wider context	

Information sharing with consent

When a child moves on from Lydiard Millicent Pre-school, we share information about their progress and development with the next pre school provider or school. We also share information with other settings where a child attends more than one setting. Parents are asked to give written consent to sharing child development summaries and to sharing information about any additional needs their child may have.

On occasion, we may agree with parents to discuss particular issues with the new setting or school, where this may affect the child's transition. An example might be a difficult relationship with another child in the setting who will also be moving to the same school.

Parents are responsible for ensuring that other information about their child which may affect their progress is communicated to the next setting/school. This includes health and allergy issues and family circumstances such as illness, bereavement, divorce and separation.

Information sharing without consent

We are obliged to share confidential information without consent from the person who provided it or to whom it relates if this will prevent harm to a child or if not sharing the information could be worse than the outcome of having shared it.

The Data Protection Act provides a framework to ensure that personal information about living persons is shared appropriately. In our Safeguarding Children Policy we detail those circumstances which would lead us to share information about a child with other services.

The three critical criteria informing the decision are:

- evidence that the child is suffering, or is at risk of suffering, significant harm.
- reasonable cause to believe that a child may be suffering, or at risk of suffering, significant harm.
- To prevent significant harm arising to children.

A decision to share information without consent is never taken lightly, is a decision made jointly between staff and committee and always puts the safety and well-being of children first. Careful record keeping of any concerns helps to support any decision for sharing information without consent. Details of our record keeping procedures are also contained in the Safeguarding Children Policy.

