



# Spring Grove School

## EYFS

### Information Sharing

We recognise that parents 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 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 back-up of senior management. 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 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 crime.

### Procedures

Our procedure is based on the 6 points for Good Practice as set out in Information Sharing: Practitioners' Guide (HMG 2006)

1. Explain to families how, when and why information will be shared about them and with whom. That consent is normally obtained, unless it puts the child at risk or undermines a criminal investigation.
2. Consider the safety and welfare of the child when making a decision about sharing information – if there are concerns regarding 'significant harm' the child's well being and safety is paramount.

3. Respect the wishes of children and parents not to consent to share confidential information. However, in the interests of the child, we are able to judge when it is reasonable to override their wish.
4. Seek advice when there are doubts about possible significant harm to a child or others.
5. Information shared should be accurate and up-to-date, necessary for the purpose it is being shared for and shared only with those who need to know and shared securely.
6. Reasons for decisions to share information, or not, are recorded.

### *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 overridden.

- Our policies and procedures set out our responsibility regarding gaining consent to share information and when it may not be sought or overridden
- We may cover this verbally when the child starts or include this in our prospectus
- Parents sign a form at registration to say they understand this
- 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 to the next provider/school
- We consider the following questions:
  - 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 school, which is to the safety and well-being of the child. Please also see our Safeguarding Children and Child Protection Policy.

Carol Clarke  
Head of Early Years  
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