



General Welfare Requirement: Safeguarding and Promoting Children's Welfare
The provider must take necessary steps to safeguard and promote the welfare of children.

Safeguarding Children

Information sharing

This policy works alongside our Confidentiality Policy and Privacy Notice to ensure GDPR compliance.

"Ensuring that children and young people are kept safe and receive the best support they need when they need it is vital. Where information sharing is necessary to achieve this objective it is important that the practitioners have a clear understanding of when information can be shared. It is also for them to understand the circumstances of when sharing is inappropriate. The Data Protection Act is not a barrier to sharing information but is in place to ensure that personal information is shared appropriately."

Richard Thomas, Information Commissioner

Introduction to 'Information Sharing: Practitioners' Guide (HMG 2006)

Policy

It is important that parents are confident to share information with us but it is equally important that they understand that there may be times when we have to share their information with other agencies.

We are obliged to share confidential information without consent from the person(s) who provided it or to whom it relates when...

- It is in the public interest to do so i.e.
 - To prevent/intervene if a crime is being committed
 - To prevent harm to adult/child
- Not sharing it could be worse than the outcome of having shared it.
- The decision to share should never be made as an individual but management staff together.
 - Three very important points to consider are:
- Where there is evidence that the child is suffering or is at great risk of suffering harm.

- Where there is reasonable cause to believe that a child may be suffering or is at risk of suffering harm.
 - To prevent significant harm from happening but also including the prevention, detection and prosecution of serious crimes.

Procedure

- We explain to families how, when and why information will be shared about them and with whom. That consent is normally obtained unless the child is put at risk.
 - We make sure parents understand our information sharing policy.
 - They are given a copy of our GDPR Privacy Notice.
- We ensure parents read our Safeguarding Children and Child Protection Policy.
 - We ensure that parents understand other circumstances when information needs to be shared with other agencies i.e. SEN/transition to school
- We always consider the safety and welfare of our children when making decisions to share information.
- We record and discuss any concerns re; information sharing and we record the decisions made in relation to this - why information will be shared and with whom.
- We respect the decisions of children/parents/carers not to share information. However, the interests of the child are paramount and this will always determine the decisions taken.
 - Guidelines for consent are part of this procedure.
- We seek advice when we are concerned about possible harm to a child.
 - Managers contact social services for advice when they are unsure.
- All information shared should be up-to-date and accurate and only shared with those who need to know.
- Our policies - Safeguarding Children, Child Protection and Record Keeping give guidance in relation to the above.
- Reasons for decisions regarding the sharing of information are always recorded.

Consent

It is important that parents are informed with regard to information being shared, the circumstances that would determine whether their consent was sought, not sought or overridden.

- The policies and procedures of Cherry Blossom Nursery and Preschool set out our responsibility with regard to information sharing.
- We may discuss this verbally when the child starts or it may be in our contract.
- Parent/child Information is set up on EYworks - a nursery management system. If information is shared between agencies and settings - parents provide consent through this app within the registration process.
- Parents are asked for their permission - preferably in writing to give consent to share information with regard to their child's needs e.g. transition to school, SEN or to pass on the summaries themselves.
 - These questions are always considered:
 - Is there a very good reason to share information?
 - Does the information enable the person to be identified?
 - Is the information confidential?
 - If information is confidential, do we have consent to share?
 - Are we legally obliged to share the information e.g. court order
 - Is there enough public concern to share information?
 - Are we sharing the information in the correct way?
 - Has our decision been recorded?
 - Have we followed guidelines set out in GDPR Privacy Notice?

Date: 01/10/2025

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