

Woodham Mortimer Pre-School  
Woodham Mortimer Village Hall  
Post Office Road, Woodham Mortimer, Maldon, Essex CM9 6SX  
Telephone: 07742 228077  
Website: [www.woodhammortimerpreschool.org.uk](http://www.woodhammortimerpreschool.org.uk)  
e-mail: [woodhammortimerpre-school@hotmail.com](mailto:woodhammortimerpre-school@hotmail.com)  
Registered Charity Number: 1060526 DFES / OFSTED Number 650168  
PSLA Membership Number: 20167

## **SAFEGUARDING CHILDREN**

### **General Welfare Requirement: Safeguarding and Promoting Children's Welfare**

The Pre-School must take necessary steps to safeguard and promote the welfare of children

## **1.5 – INFORMATION SHARING POLICY**

*“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 (1998) 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 STATEMENT**

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 the Pre-School Committee officers. 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

## **EARLY YEARS FOUNDATION STAGE KEY THEMES AND COMMITMENTS**

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

## **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:
  - We ensure parents receive information about our Information Sharing Policy when starting their child at the Pre-School and they sign a form to say that they understand circumstances when information may be shared without their consent. This will only be when it is a matter of safeguarding a child or vulnerable adult. This is on our registration form
  - We ensure parents have information about our Safeguarding Children and Child Protection Policy
  - We ensure parents have information about the circumstances when information will be shared with external agencies for example with regard to any special needs the child may have or transition to primary school
  
2. We 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:
  - We record concerns and discuss these with the Pre-School's designated person and/or designated officer from the Pre-School Committee for child protection matters. We also record decisions made and the reasons why information will be shared and to whom
  - We follow the procedures for reporting concerns and record keeping
  
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:
  - Guidelines for consent are part of this procedure
  - Managers are conversant with this and are able to advise staff accordingly
  
4. Seek advice when there are doubts about possible significant harm to a child or others:
  - Practice Manager or Child Protection Officer (CPO) contacts the child's social care for advice where they have doubts or are unsure

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:
  - Our Safeguarding Children and Child Protection Procedure and Record Keeping Procedures set out how and where information should be recorded and what information should be shared with another agency when making a referral
6. Reasons for decisions to share information or not, are recorded:
  - Provision for this is set out in our Record Keeping Procedure

## **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
- Copies are given to parents of the forms they sign
- 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 share 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 Pre-School, which is to the safety and well-being of the child. Please also see our Safeguarding Children and Child Protection Policy.

## **LEGAL FRAMEWORK**

- Data Protection Act 1998
- Human Rights Act 1998

## **FURTHER GUIDANCE**

Information Sharing: Practitioners' Guide

[www.everychildmatters.gov.uk/\\_files/ACB1BA35C20D4C42A1FE6F9133A7C614.pdf](http://www.everychildmatters.gov.uk/_files/ACB1BA35C20D4C42A1FE6F9133A7C614.pdf)

**This Policy was adopted at a meeting of the Woodham Mortimer Pre-School Committee**

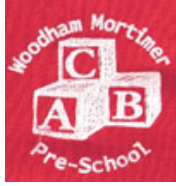
**Date of Meeting** \_\_\_\_\_

**Next Review Date** January 2011

**Signed on Behalf of Woodham  
Mortimer Pre-School** \_\_\_\_\_

**Name of Signatory** Kayte Terrett

**Role of Signatory** Chairperson – Woodham Mortimer Pre-School Committee



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## Woodham Mortimer Pre-School

### Information Sharing Form

Dear Parent / Carer

Please complete the following form and return to the Janice Williams, Woodham Mortimer Pre-School Practice Manager.

I / we have read the Woodham Mortimer Pre-School Information Sharing Policy (Policy 1.5) setting out our responsibility regarding gaining consent to share information and when it may not be sought or overridden.

I / we understand and agree that 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.

<b>Name of Child (please print)</b>	
<b>Name of Parent / Carer (please print)</b>	
<b>Parent Signature / Carer</b>	
<b>Pre-School Practice Manager Name</b>	Janice Williams
<b>Pre-School Practice Manager Signature</b>	
<b>Date</b>	