Little Kenelm's Pre-School at OLSK

"Bringing out the best in everyone, for the benefit of all, in the Spirit of Christ."

Information sharing Policy

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 there is evidence or reasonable cause to believe that a child is suffering, or is at risk of suffering, significant harm or 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:

- Parents are told about our information sharing policy when starting their child in the setting and sign to confirm that they understand our policies.
- Parents are made aware that information will only be shared without their consent when it is a matter of safeguarding a child or vulnerable adult.
- Parents have information about our Safeguarding Children and Child Protection policy
- 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 school.
- 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.
- Our Child Protection procedures set out how and where information should be recorded and what information should be shared with another agency when making a referral.
- We keep a record of information which is shared without consent and the reason for this.
- We seek advice from social services if we are unclear as to whether or not information should be shared and whether or not consent should be sought.
- Any information we share will be accurate and up-to-date, necessary for the purpose for which it is being shared, shared only with those who need to know and shared securely.

Policy created by: KMallin

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