**Information Sharing Policy**

At the Buckland Beehive we recognise that parents have a right to know that the information they share with us will be regarded as confidential, as well as to be informed about the circumstances when, and the reasons why we are obliged to share information.

Our policy and procedures on information sharing are in line with the General Data Protection Regulations (2018) and the seven golden rules for sharing information for practitioners providing safeguarding services to children and to provide guidance to appropriate sharing of information within the setting as well as with external agencies.

At the Buckland Beehive we ensure:

* Parents receive a copy of our Privacy Notice when starting their child at the Beehive and they complete our Registration Form.
* Parents have access to our policies via our Website or folder available on the signing in table, this includes Safeguarding and Child Protection policies which outline the circumstances when information will be shared with external agencies.
* When information is shared we record the reasons for doing so in the child’s file. Where it is decided that information is not to be shared that is also recorded.
* The information received from Parents upon registration is regarded as confidential.

We consider the following when assessing the need to share:

* Is there a 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 we have consent to share?
* Is there a statutory duty or court order requiring us to share the information?
* Have we properly recorded our decision?

Consent must be freely given and the person giving consent must understand why information will be shared, what will be shared and who will see the information.

**Separated Parents:**

Consent to share need only be sought from one parent. Where parents are separated, this would normally be the parent with whom the child resides. Where the child is “looked after” we also consult the Local Authority before information is shared.

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 to intervene where one may have been or to prevent harm to a child or adult.
* Not sharing it could be worse than the outcome of having shared it.

All the undertakings above are subject to our complete commitment, which is to the safety and well-being of every child within our setting. Refer also to our Safeguarding Children and Child Protection Policy.

Signed by the Pre-school Manager, Jane Beard………………………………………………….

Date Written:…………………………………………

Due for Revision: August 2019

Read By:

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