



## **Information Sharing Policy**

### **Purpose of policy**

To make sure that any information about a child or their family is required to be shared with other professionals, it is done ethically which will not impact on the personal rights of the child or their family.

### **Who is Responsible?**

Any information about children and their family should be confidential (except for information gathering for the purposes of Child Protection & Safeguarding). All staff has a responsibility to make sure that all confidential information is not shared with others not connected to the setting unless there is consent by the child or the family to do so.

### **Communication information**

Staff must communicate effectively with other practitioners and professionals by:

- listening and ensuring that you are being listened to
- Appreciate that others may not have the same understanding of professional terminology and interpret abbreviations differently
- Using clear language to communication information unambiguously to others
- Be aware that interference or interpretation can result in a difference between what has been shared
- Listen to what support is required and check understanding of something

Snuggle Bunnies Childcare recognises that there are situations under which information about children or their family must be shared, in the event that

this happens you should be confident that all information will only be shared if it meets the following criteria:

- When a child or young person is believed to be at risk of harm
- There is overriding public interest where the setting must exercise judgement which include but are not limited to:

When the act of requesting consent would place the child or another child/person at a risk of significant harm

When other agencies have made a professional judgement that a child is at risk of significant harm or abuse where requesting consent or is refused is likely to increase the risks to the child, or compromise a child protection investigation

When a professional judgement highlights that there is a need to share information to build up a picture to determine whether a child is at risk of significant harm or not. Parents/carers must be aware of this process may, to increase those risks

When a child is deemed to be competent and is refusing consent and such refusal places the child at risk of significant harm

- Where there is evidence of serious health risk to an individual
- For the prevention, detection, or prosecution of a serious crime
- There is a legal obligation to do so by court

## **Consent**

Consent means that the person who has given consent must understand:

- What happens to the information?

- Who will be told what?
- Who will be informed?
- Why people are being told the information?
- Children who have the capacity to give consent for information sharing can fulfil the above.

The setting feel that it is in the best interest of the child to share personal information. In the first instance, Snuggle Bunnies Childcare will ask you for your consent to do so. We may ask your child for consent if the child is able to make an informed decision. Where Snuggle Bunnies Childcare staff will ask a child for their consent, this will be respected regardless of the parents/carers wishes.

Parents must be aware that where there is a need to share information that meets the criteria above, then consent in any form will not be requested.

### **Sharing information without consent**

Parents and children should note that their information will not be shared carelessly and without consideration. We are required to share information without consent by parents/carers or children, the decision for this matter will lie with the childminder. The decision will be recorded for the purposes of monitoring and evaluation of the situation. This is to:

- Prevent crime from being committed or to intervene when a crime may be taking place
- Where staff have evidence that the child is suffering from harm or abuse or at risk of suffering significant harm or abuse
- Where there is sufficient cause to believe that the child is being harmed or abused

- Prevent significant harm or abuse to children, adults
- Not having shared the information it could be worse than the outcome of having shared the information

### **Separated parents**

Snuggle Bunnies Childcare recognises that while the parents of some children may be separated/divorced, both have a right to be informed of and involved in their child's learning and development process. The setting also recognises that parents who are separated or divorced may disagree regarding the education/childcare of the child, and/or may attempt to limit one another's access to their child. Despite such disagreement, both parents are welcomed and encouraged to participate in the child's learning and development. Parents are presumed to have joint custody of the child, absent a court order or written agreement between the parents denying or limiting custody for either parent. The parent with whom the child resides is presumed to be the custodial parent.

If separated or divorced parents both claim to be the custodial parent, claiming that the child is residing with both parents, registration forms will be checked. The parent who enrolled the child will be presumed to be the custodial parent until a court order or written agreement between the parties, identifying the custodial parent, is provided to the setting. A parent will only be prevented from participating in his/her child's learning and development if a court order (e.g., divorce order, custody order, or restraining order) specifically denies visitation rights.

### **Access to Information**

Under the current UK legislations, Data Protection Act 2018 and GDPR will allow parents, children, and other professionals to have the right to access information at any time about their child/a child in question and how their information is being used. Snuggle Bunnies Childcare (Nursery) requests if you require information, this should be made in writing to the childminder giving 14 days' notice. The Data Protection Act 2018 protects the privacy of individuals.

## Information sharing with other agencies

Snuggle Bunnies Childcare will not ordinarily share information with other professional agencies without consent from the parent/carer or the child. Snuggle Bunnies Childcare would request that all parents/carers must consent to information sharing to allow for the setting to better meet the needs of the child.

Snuggle Bunnies Childcare may need to share information with other professionals (with or without consent) such as:

- Children & Family Information Services
- Brent Family Front Door (Child Protection and Safeguarding)
- Brent Health and wellbeing services
- Police
- Ofsted
- Other voluntary sectors who are jointly caring for children

In addition to this, parents should be aware that Snuggle Bunnies Childcare will make all reasonable efforts to protect children and their families' privacy. Snuggle Bunnies Childcare (Nursery) will not share information unless it is required to do so in the best interests of the child. If you have any questions about this policy, please do not hesitate to contact the childminder (manager).

<b>Last Updated/Reviewed On:</b>	<b>SIGNITURE</b>
28.04.2020	C. Morgan
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10.04.2021	C. Morgan

