

St Marychurch Pre-school

Information sharing and transfer of records policy

Statement of intent

It is our intention to share information with parents and external agencies with permission.

Aim

We aim to share information with parents and to recognise that parents have a right to know that information they share will be regarded as confidential and to inform them of when and reasons why we are obliged to share information.

Methods

We are obliged to share confidential information without authorisation from the person who provided the information or to whom it relates if it is in the public interest. This 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 the information could be worse than the outcome of having shared the information.

The decision to share the information will have the backing of the chairperson of the committee and /or the designated safeguarding person on the committee. The criteria for sharing the information is as follows:-

- There is evidence that the child is suffering, or is at risk of suffering, significant harm.
- There is reasonable cause to believe that a child may be suffering, or at risk of suffering, significant harm.
- To prevent significant harm occurring to children and young people or serious harm to adults, including the prevention, detection and prosecution of serious crime.

Sharing information with external agencies

Parents receive information about our information sharing policy when starting their child in the Pre-school and they sign the Registration form to say that they understand circumstances when information may be shared without their consent.

Parents receive information about our Child Safeguarding Policy.

Parents receive information regarding information being shared with external agencies, for example, with regard to any special needs the child may have, the two year old report or transition to school.

Child Safeguarding

The designated safeguarding personnel will contact children's social services for advice or if they have doubts or unsure about possible significant harm to a child or others.

The Pre-school will share with consent where appropriate and respect the wishes of the child and parents not to consent to share confidential information. However, in the interests of the child, will know when it is reasonable to override their wish as outlined in the child safeguarding policy.

Concerns are recorded and discussed with the Pre-school's committee safeguarding person. Reasons are recorded, as to why the information will be shared and also reasons for not sharing the information. We follow the procedure set out in our child safeguarding policy

Consent

The Pre-school recognises that parents have a right to be informed that their consent is required to share information and will be sought in most cases. The Pre-school also recognises the circumstances when their consent may not be sought or their refusal to give consent may be overridden.

- Our policies and procedures set out our responsibility regarding gaining consent to share information about and when it may not be sought or overridden.
- Parents sign the registration form to say they understand this.
- 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/ joint provider/school.
- Copies available on request.

How records are transferred

Transfer of confidential information

The receiving school or setting will need to have a record of any safeguarding or child protection concerns that were raised in our setting and what was done about them.

We will make a summary of the concerns to send to the receiving setting or school, along with the date of the last professional meeting or case conference. Some Local Safeguarding Children's boards will stipulate the forms to be used and provide these for us to use.

Where a CAF has been raised in respect of any welfare concerns, we will pass the name and contact details of the lead professional on to the receiving setting or school.

Where there has been a s47 investigation regarding a child protection concern, we will pass the name and contact details of the child's social worker on to the receiving setting or school – regardless of the outcome of the investigation.

We will post, or hand deliver the information to the school, or setting, ensuring it is addressed to the setting or school's designated person for child protection and marked as 'confidential' and if it is by post we will ensure it is sent special delivery to be signed for at destination.

We do not pass any other documentation from the child's personal file to the receiving setting or school, without written permission.

Transferral of records for meetings. Records are transferred in person separate from personal effects and locked in boot of car. Records only to be taken out for the minimum time necessary to achieve that task and not left unattended. Information is taken and returned to setting on same day. Folder taken to a meeting to be recorded. Information should be anonymised where possible, and removal is limited to the minimum amount of paperwork and kept in a folder. No information is to be kept with laptops. Manager ensures staff are suitable trained. All staff have Level Two Introduction to Child Protection and the DSL or Deputy manager would attend

Legal framework

- Data Protection Act 1998
- Human Rights Act 1998

Signed: _____

Position: Chairperson

Dated: _____

We aim to provide a safe, stimulating, caring, happy Pre-school where all children and their families are welcome. We provide a curriculum based on the Early Years Foundation Stage using individual children's interest and needs.