



Preschool and Daycare

<http://www.buildingblockspreschool.co.uk>

'Where Play is a learning experience'



Building Blocks preschool and daycare Ltd.- Information Sharing Policy

BB preschool recognises that parents have a right to know that information they share will be regarded as confidential. However, there are certain circumstances when we share information with parents' consent and there are also circumstances when we are obliged to share information without parental consent. This policy details both sets of circumstances and should be read in conjunction with our Safeguarding Children Policy. Improving information sharing practice is one of the major aims of the government in improving outcomes for all children and young people as set out in the Every Child Matters Document (2004)

BB preschool and daycare follows the guidance as outlined in the government document:

'Information Sharing: Guidance for practitioners' (2008) and has due regard for the '7 Golden Rules of Information Sharing':

- We have due regard to the Data Protection Act (1998).
- We are open and honest (unless it is unsafe or inappropriate to do so, for example if there is a belief that the child is at risk of significant harm).
- We seek advice when necessary.
- We share information with consent when appropriate.
- We consider the safety and well- being of all relevant parties.
- We ensure that the information shared is, relevant, proportionate, accurate, timely and secure (for instance, the information shared is up to date, accurate and is shared only with those who need to know and is shared securely)
- We maintain accurate records of all decisions regarding information sharing, whether the decision is to share the information or not and the reasons for this decision.

Information sharing with consent

When a child moves on from BB preschool, we share information about their progress and development with the next pre-school provider or school. We also

share information with other settings where a child attends more than one setting. Parents are asked to give written consent to sharing child development summaries and to sharing information about any additional needs their child may have. On occasion, we may agree with parents to discuss particular issues with the new setting or school, where this may affect the child's transition. An example might be a difficult relationship with another child in the setting who will also be moving to the same school.

Parents are responsible for ensuring that other information about their child which may affect their progress is communicated to the next setting/school. This includes health and allergy issues and family circumstances such as illness, bereavement, divorce and separation.

We may also share information about a child's progress and development with professionals from external agencies for example, speech and language therapist, educational psychologists or Early Years Improvement Advisors etc. If it is felt necessary to complete a Early Help Assessment form (EHA) carried out with parental consent.

We use an early help assessment (EHA) when you recognise a possible need in a child or young person. This may be triggered by a change in behaviour, an action, consequence or something else (for example: family circumstances) that we think needs attention.

In practice this will mean that a wider range of professionals with varied skills and experience will be working with families to:

- undertake an early help assessment to identify needs
- agree who should be the lead professional
- work as a team around the family and agree a family action plan to bring about change and improve outcomes
- use a multi-agency web based system called eHelp to record, share and store information

Before starting a new early help assessment, the manager will contact the early help assessment team to check if there is already a team around the family.

Contact details for the Early Help Assessment Team are:

Telephone: 0208 541 9282

Email: earlyhelp@surreycc.gov.uk.

Once an early help assessment has been completed, a signed copy of the original document must be send to the Early Help Partnership service via post or secure email.

Address to send the EHA form is:

Early Help Partnership Service
35 Guildford Road

Woking, Surrey

GU22 7QQ

GCSX email address: earlyhelp@surreycc.gcsx.gov.uk

(Please refer to the Safeguarding policy for more details)

Information sharing without consent

We are obliged to share confidential information without consent from the person who provided it or to whom it relates if this will prevent harm to a child or if failing to share the information could worsen the outcome for the child. The Data Protection Act (1998) provides a framework to ensure that personal information about people is shared appropriately. In our Safeguarding Children Policy we detail those circumstances which would lead us to share information about a child with other services.

The three critical criteria informing the decision are:

- Evidence that the child is suffering, or is at risk of suffering, significant harm.
- Reasonable cause to believe that a child may be suffering, or at risk of suffering, significant harm.
- To prevent significant harm arising to children.
- In all of the above instances local safeguarding children policies and procedures will be followed.

Significant harm to young children can occur for a number of reasons, it is not restricted to cases of deliberate abuse. For example if a young child is failing to thrive there may be a medical reason for this, if however the parents/carers are unwilling to consent to medical investigations then it may be appropriate to share this information, thereby protecting the from the potential effects of an underlying medical condition.

- Information will also be shared where there is a court order in place requesting the sharing of information about a child and/or family.

A decision to share information without consent is never taken lightly, all staff always put the safety and well-being of children first. Careful record keeping of any concerns helps to support any decision for sharing information without consent. Details of our record keeping procedures are also contained in the Safeguarding Children Policy.