



Play • Learn • Grow

Christ the King site (registered office):
c/o Christ the King School, Easton Hill Rd, Thornbury, BS35 1AX
01454 858580
christtheking@firststeppreschool.co.uk

Crossways site:
c/o Crossways Infant School, Knapp Rd. Thornbury, BS35 2HQ
01454 867283
crossways@firststeppreschool.co.uk

www.firststeppreschool.co.uk

Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

Confidential information and records about staff and children must be held securely and only accessible and available to those who have a right or professional need to see them.

Information Sharing / Confidentiality Policy

Policy statement

We recognise that parents/carers have a right to know that information they share will be regarded as confidential and to 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 it is in the public interest. That 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 it could be worse than the outcome of having shared it.

The decision should never be made as an individual, but with the back-up of the management committee. The three critical criteria are:

- Where there is *evidence* that the child is suffering, or is at risk of suffering, significant harm.
- Where there *is reasonable cause to believe* that a child may be suffering or at risk of suffering significant harm.

- 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

Our procedure is based on the following six points.

1. Explain to families how, when and why information will be shared about them and with whom. That consent is normally obtained, unless it puts the child at risk or undermines a criminal investigation.
 - We ensure parents/carers receive information about our information sharing policy when starting their child in the setting and they sign a form to say that they *understand* circumstances when information may be shared without their consent. This will only be when it is a matter of safeguarding a child or vulnerable adult.
 - We ensure parents have information about our Safeguarding Children and Child Protection policy.
 - We ensure 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.
 - Transition to school.
 - Where a child may attend more than one setting/childminder.
 - Where a child may move to another setting/childminder.
 - Parents/carers are asked to give written consent to sharing Child Development Summaries and to sharing information about additional needs their child may have.
2. Consider the safety and welfare of the child when making a decision about sharing information – if there are concerns regarding ‘significant harm’ the child’s well being and safety is paramount.
 - We record concerns and discuss these with the setting’s *designated person (Jenny Harris – CTK and Sue Ross – CW)* and/or *designated officer* from the management committee for child protection matters. We record decisions made and the reasons why information will be shared and to whom.
 - We follow the procedures for reporting concerns and record keeping.

3. We respect the wishes of children and parents/carers not to consent to share confidential information. However, in the interests of the child, we are able to judge when it is reasonable to override their wish.
 - Guidelines for consent are part of this procedure.
 - Leaders are conversant with this and are able to advise staff accordingly.
4. We seek advice when there are doubts about possible significant harm to a child or others.
 - Leaders contact child services for advice where they have doubts or are unsure.
5. Information shared should be accurate and up-to-date, necessary for the purpose it is being shared for, shared only with those who need to know and shared securely.
 - Our Safeguarding Children and Child Protection procedure and record keeping procedures set out how and where information should be recorded and what information should be shared with another agency when making a referral.
6. Reasons for decisions to share information, or not, are recorded.

Consent

Parents/carers have a right to be informed that their consent to share information will be sought in most cases, as well as the kinds of circumstances when their consent may not be sought, or their refusal to give consent overridden.

- Our policies and procedures set out our responsibility regarding gaining consent to share information and when it may not be sought or overridden.
- We may cover this verbally when the child starts or include this in our welcome pack.
- Parents/carers sign an “Information Required” form to say they understand this.
- Parents/carers 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.
- We consider the following questions:
 - Is there 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 you have consent to share?
 - Is there a statutory duty or court order to share information?
 - If consent is refused, or there are good reasons not to seek consent, is there sufficient public interest to share information?

- If the decision is to share, are you sharing the right information in the right way?
- Have you properly recorded your decision?

To ensure that all those using – and working in the Pre-school can do so with confidence, we respect confidentiality in the following ways.

- Parents/carers have ready access to the files and records of their own children but do not have access to information about any other child.
- Staff will not discuss personal information given by parents/carers with other members of staff, unless it is deemed necessary by the Leader. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.
- Any concerns/evidence relating to a child’s personal safety are kept in a secure, confidential file and are only shared with professionals working directly with the child.
- Personal information about children, families and staff is kept securely in a lockable file whilst remaining as accessible as possible.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personal decisions.
- Students observing in the Pre-school are advised of our confidentiality policy and are required to respect it. All observations should be done on a no names basis and only with the parent/carers consent.
- All parent/carers/visitors visiting Pre-school are asked to read a confidentiality notice and respect it.

The Data Protection Act

This policy has regard for General Data Protection Regulations and follows our Data Protection Policy.

All the undertakings above are subject to the paramount commitment of the setting, which is to the safety and well-being of the child. Please also see our Safeguarding Children and Child Protection policy.

Legal framework

- Data Protection Act 1998
- Human Rights Act 1998

This policy was adopted at a meeting of	First Step Pre-school	name of setting
Held on	23/1/2019	(date)
Date to be reviewed		(date)
Signed on behalf of the management	A signed copy is available to view at pre-school	

committee

Name of signatory

Role of signatory (e.g. chair/owner)
