



## Information Sharing Policy

Our information sharing procedures are based on the Seven Golden Rules for Information Sharing, as set out in '*Information Sharing; Advice for practitioners providing safeguarding services to children, young people, parents and carers*' (2018) ([www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice](http://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice)).

We are required to ensure the information and data we collect about families, children and employees is treated confidentially and is only shared when there is a need to do so.

As our registration body, Ofsted may request to see our records at any time. Sensitive data sent to (or from) Ofsted by email will always be sent securely using Egress Switch to encrypt the email and any file attachments.

Sharing Information between early years' practitioners is a requirement of the Ofsted Registration and the Early Years Foundation Stage Statutory Framework 2017. By sharing information between the early years professionals involved in each child's life we are able to provide for and meet their needs more fully, aid the settling-in process and coordinate planning and record keeping for individual children.

Information collected from other professionals will primarily be used to support the child's development. It may also inform planning, continuity of care, children's likes and dislikes, health needs, behaviour, activity themes, outings, friendships, any upsets or sickness during the day, meeting cultural beliefs or to ensure inclusion.

As Ofsted childcare providers, we aim to provide good quality care and education for all children through the appropriate sharing of information and the successful delivery of the EYFS and the Ofsted registration requirements. We plan to do this by:

- Ensuring continuity and coherence by sharing relevant information with other early years' professionals and with parents/carers.
- Facilitating the identification of children's learning needs,

**Shaw Village Pre School**

Holy Trinity Church, Shaw Village Centre, Ramleaze Drive, Shaw, Swindon, SN5 5PY

Telephone Number: 07488297871 Email: : [shawvillagepreschool@googlemail.com](mailto:shawvillagepreschool@googlemail.com)

**Ofsted Registration Number: 2574436**



- Ensuring a quick response to any area of particular difficulty.

We will obtain written permission from parents/carers to share information with other settings and other professionals before any information is shared. This will clearly state how information will be used and stored and what information can be shared and with whom.

We are required to share information with our Local Authority for the purpose of 2, 3 and 4 year old funding and any extra funding we might claim for your child (see Local Authority Privacy Notice for more details)

We share information about income and expenses including, when requested, your invoices and payments with HMRC and Tax Credits / Universal Credit.

Only those with parental responsibility for a child can give or refuse consent for the sharing of information regarding that child. Those with parental responsibility include:

- The child's mother and father if they were married at the time of the child's birth,
- If unmarried, the child's mother; the child's father if he is named on the child's birth certificate,
- Adoptive parents,
- Others who have gained parental responsibility via a court order.

Parents/carers and employees will be asked to sign to say that they understand the circumstances when information may be shared without their knowledge. This will only be when it is a matter of safeguarding a child or vulnerable adult. In such cases we will contact the Multi-Agency Safeguarding Hub (MASH), the Local Area Designated Officer (LADO) (concerns about adults working with children or members of my household) and potentially the police. (Please also see my Safeguarding Children and Child Protection Policy.)

Employee records will be shared as required by legislation – for example, with HMRC, pension providers, the Department of Work and Pensions, HSE.

**Shaw Village Pre School**

Holy Trinity Church, Shaw Village Centre, Ramleaze Drive, Shaw, Swindon, SN5 5PY

Telephone Number: 07488297871 Email: : [shawvillagepreschool@googlemail.com](mailto:shawvillagepreschool@googlemail.com)

**Ofsted Registration Number:** 2574436



The Appendix to this policy shows bodies that information may be shared with

This policy and the data protection and confidentiality policy will be discussed with parents/carers when a child starts at the setting to ensure that they are fully aware of their rights before permissions for sharing information are sought. It will also be shared with employees at the commencement of employment.

We will seek advice where necessary and record the outcome of any discussions in a confidential manner.

If you have any concerns we will be happy to meet and discuss them with you.

---

---

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Review Date: \_\_\_\_\_

**Shaw Village Pre School**

Holy Trinity Church, Shaw Village Centre, Ramleaze Drive, Shaw, Swindon, SN5 5PY

Telephone Number: 07488297871 Email: : [shawvillagepreschool@googlemail.com](mailto:shawvillagepreschool@googlemail.com)

**Ofsted Registration Number: 2574436**