

CATERPILLARS PRE-SCHOOL (SUSSEX) LTD

**44A. INFORMATION SHARING**

We recognise parents have right to know that information they share will be regarded as confidential. However, there are certain circumstances when we share information without parental consent. This policy details both sets of circumstances and should be read in conjunction with our Safeguarding Children Policy.

**Information sharing with consent**

* 1. When a child moves on from Caterpillars Preschool, we share information about their progress and development with the next preschool provider or school
  2. We also share information with other settings where a child attends more than one setting – this also relates to when a child attends any of Caterpillars settings located at Southgate, Broadfield and West Green when the need occurs such as: Holiday care – unforeseen closures please see our policy ‘Children’s records’ for the specific details shared. (See attached consent form).
  3. Parents are asked to give written consent to sharing child development summaries and to sharing information about any additional needs their child may have upon registration
  4. 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
  5. Parents that are identified as requiring support but the level does not justify Safeguarding procedures, the setting will request permission to access WSCC integrated services via an online system called Holistix. (see attached Rules for the use of the Holistix System).

**Information sharing without consent**

* 1. We are obliged to share confidential information without consent from the person who provided it or whom it relates if this will prevent harm to a child or if not sharing the information could be worse than the outcome of having shared it
  2. The Data Protection Act provides a framework to ensure that personal information about living persons 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 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

A decision to share information without consent is never taken lightly, it is a decision made jointly with the owner and management team and always put the safety and well0being 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.

Caterpillars Preschool under the name of the provider: Catherine Clark is registered with the Information Commissioner’s Office under the following registration reference:

ZA030659 ( copy of certificate is displayed in the foyer ( main entrance) & one is attached to this policy )

Legal framework

* Data Protection Act 1998
* Human Rights (Amendment) Act 2005

This policy was adapted by the Manager of Caterpillars Pre-school on 4th April, 2023

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Name of signatory: Catherine Clark Role of signatory: Manager