Information Sharing

At Alburgh with Denton & Harleston Preschool Nurseries we recognise the importance of developing an honest and open relationship with our families. To ensure effective information sharing, that helps to support our children's development, enabling them to grow into confident and creative individuals.

Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.

"Wherever appropriate, practitioners should work together with professionals from other agencies, such as local and community health and social services, to identify needs and provide the best learning opportunities for children." (DfES, 2007)
This means that there may be times when we are required to share information about a child with other professionals, either to support their learning or development needs or to support healthy transitions out of preschool and into schools or other childcare providers.

Our commitment

Prior to any sharing of information, staff key worker consultations will have taken place with parents/carers to discuss issues or concerns.

- Appropriate, useful information that can or needs to be shared will be shared. Our commitment to the data protection act ensures that only appropriate information is past on.
- We will share information securely by post, telephone or face to face, we will not share by fax or e-mail.
- We will keep accurate records to enable us to show due process was followed
- Our policy is to ensure that the information we share is clear and accessible to all concerned, taking into account any relevant requirements e.g., translations or literacy skills
- Parents/carers will be fully informed of any information shared, why and by whom, unless in exceptional circumstances, or it is not safe to do so.

Please read our safeguarding policy (PCG034)

We are obliged to share confidential information without authorisation from the person who provided it or to whom it relates

a) if it is to prevent a crime from being committed or
b) to prevent harm to a child or adult.

Policy Number: PCG016
Version: 005
Issue Date: 11th August 26

The Data Protection Act is mandatory.
Alburgh with Denton & Harleston Preschool Nurseries fully comply to the eight Data Protection Act Principles these specify that personal data must be:

1. Processed fairly and lawfully.
2. Obtained for specified and lawful purposes.
3. Adequate, relevant, and not excessive.
4. Accurate and up to date.
5. Not kept any longer than necessary.
6. Processed in accordance with the "data subject's" (the individual's) rights.
7. Securely kept.
8. Not transferred to any other country without adequate protection in situ.

Alburgh Designated Coordinators at the settings are:

Special Educational Needs and Disabilities	Jayne Rayner
Safeguarding children	All staff trained and responsible
Designated Safeguarding Leads (DSL)	Karen Edwards & Jayne Rayner
Operation Encompass Key adults	Karen Edwards & Jayne Rayner
Key workers	Karen Edwards, Michaela Hollis, Claire Ward, Nikki Sampson, Emily Hultoana, Hannah Bolderston

Harleston Designated Coordinators at the settings are:

Special Educational Needs and Disabilities	Karen Reeve & Jayne Rayner
Safeguarding children	All staff trained and responsible
Designated Safeguarding Leads (DSL)	Allie Moss & Jayne Rayner
Operation Encompass Key adults	Allie Moss & Jayne Rayner
Key workers	Karen Reeve, Emily Waterfield, Allie Moss, Nicola Bolton, Courtney Stokes and Kerry Foxon, Hannah Bolderston

Further information can be found by clicking on this link **Information sharing advice for safeguarding practitioners - GOV.UK** the advice in this document outlines the importance of sharing information about children, young people and their families in order to safeguard children. It should be read alongside the statutory guidance **Working together to safeguard children 2023**.