

Information Sharing & Record Keeping Policy

Information sharing is essential for effective safeguarding and promoting the welfare of children and young people. It is a key factor identified in many serious case reviews (SCRs), where poor information sharing has resulted in missed opportunities to take action that keeps children and young people safe.

EYFS Legal Requirement:

Providers must maintain records and obtain and share information (with parents and carers, other professionals working with the child, the police, social services and Ofsted or the childminder agency with which they are registered, as appropriate) to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met. Providers must enable a regular two-way flow of information with parents and/or carers, and between providers, if a child is attending more than one setting. If requested, providers should incorporate parents' and/or carers' comments into children's records.

Abington Annexe Community Childcare (AACC) staff and trustees hold in the highest regard safeguarding and how information sharing is carried out. It is our intention to respect the privacy of children and their parents/carers, while ensuring that they access high quality childcare, education and play in our setting. We aim to ensure that all parents/carers can share information in the confidence that it will only be used to enhance the welfare of their children.

The following guidance is taken from the government website:

[Information sharing advice for safeguarding practitioners](#)

The seven golden rules to sharing information

- 1.** Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
- 2.** Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
- 3.** Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
- 4.** Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at

risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.

5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.

6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.

7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

The most important consideration is whether sharing information is likely to support the safeguarding and protection of a child.

Necessary and proportionate

When making decisions about what information to share, you should consider how much information you need to release. Not sharing more data than is necessary to be of use is a key element of the GDPR and Data Protection Act 2018, and you should consider the impact of disclosing information on the information subject and any third parties. Information must be proportionate to the need and level of risk.

Relevant

Only information that is relevant to the purposes should be shared with those who need it. This allows others to do their job effectively and make informed decisions.

Adequate

Information should be adequate for its purpose. Information should be of the right quality to ensure that it can be understood and relied upon.

Accurate

Information should be accurate and up to date and should clearly distinguish between fact and opinion. If the information is historical then this should be explained.

Timely

Information should be shared in a timely fashion to reduce the risk of missed opportunities to offer support and protection to a child. Timeliness is key in emergency situations and it may not be appropriate to seek consent for information sharing if it could cause delays and therefore place a child or young person at increased risk of harm. Practitioners should ensure that sufficient information is shared, as well as consider the urgency with which to share it.

Secure

Wherever possible, information should be shared in an appropriate, secure way. Practitioners must always follow their organisation's policy on security for handling personal information.

Record

Information sharing decisions should be recorded, whether or not the decision is taken to share. If the decision is to share, reasons should be cited including what information has been shared and with whom, in line with organisational procedures. If the decision is not to share, it is good practice to record the reasons for this decision and discuss them with the requester. In line with each organisation's own retention policy, the information should not be kept any longer than is necessary. In some rare circumstances, this may be indefinitely, but if this is the case, there should be a review process scheduled at regular intervals to ensure data is not retained where it is unnecessary to do so.

When and how to share information

When asked to share information, you should consider the following questions to help you decide if, and when, to share. If the decision is taken to share, you should consider how best to effectively share the information.

When

Is there a clear and legitimate purpose for sharing information?

- Yes – see next question
- No – do not share

Do you have consent to share?

- Yes – you can share but should consider how
- No – see next question

Does the information enable an individual to be identified?

- Yes – see next question
- No – you can share but should consider how

Have you identified a lawful reason to share information without consent?

- Yes – you can share but should consider how
- No – do not share

How

- Identify how much information to share
- Distinguish fact from opinion
- Ensure that you are giving the right information to the right individual
- Ensure where possible that you are sharing the information securely

- Where possible, be transparent with the individual, informing them that the information has been shared, as long as doing so does not create or increase the risk of harm to the individual.

All information sharing decisions and reasons must be recorded in line with your organisation or local procedures. If at any stage you are unsure about how or when to share information, you should seek advice on this. You should also ensure that the outcome of the discussion is recorded.

Children's Records

All records within our setting are easily accessible and available. All confidential information and records about staff and children are held securely in a lockable cabinet and only accessible and available to those who have a right or professional need to see them in line with the Data Protection Legislation and where relevant the Freedom of Information Act 2000.

We ensure that all staff understand the need to protect the privacy of the children in our care as well the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality. Parents and/or carers must be given access to all records about their child, provided that no relevant exemptions apply to their disclosure under the Data Protection Act.

We have personal information about each child on our ipal system, which includes full name, date of birth, name and address of every parent and/or carer who has parental responsibility for the child, who the child lives with and emergency contact details for parent/carers. At the Pre-School we also complete online journals via tapestry where we upload observations and reports and parents/carers have access to this and can make comments.

Records relating to individual children must be retained for a reasonable period of time after they have left the provision.

Client access to records procedures

- Any request to see a child's personal file by a parent/carers must be made in writing to the Manager.
- This request is sent to the Chair of the Committee and the Manager sends a written acknowledgement to the parent/carers.
- The setting commits to providing access within 14 days, although this can be extended if required.
- The Manager prepares the file for viewing.
- All third parties are written to, stating that a request for disclosure has been received and asking for their permission to disclose to the person requesting it. All copies of letters are retained on file.
- 'Third parties' include all family members who may be referred to in the records. It also includes workers from any other agency, including social services, the health authority etc. It is usual for agencies to refuse consent to disclose, preferring the individual to go directly to them.

- When all the consents/refusals to disclose have been received these are attached to the copy of the request letter.
- A photocopy of the complete file is taken.
- The Manager and Chair of the Committee go through the file and remove any information which a third party has refused consent to disclose. This is best done with a thick black marker to score through any reference to the third party and information they have added to the file.
- The clean copy is photocopied for the parents/carers who are then invited to discuss the contents. The file should never be given straight over, but should be gone through by the Manager so that it can be explained.
- Legal advice may be sought before sharing a file, especially where the parents/carers have possible grounds for litigation against the setting or another (third party) agency.

Provider Records

At AACC we keep records for the purpose of maintaining our business. These include:

- Records pertaining to our registration.
- Landlord lease documents and other contractual documentation pertaining to amenities, services and goods.
- Financial records.
- Risk assessments.
- Employment records of staff.

All records are kept securely and up to date.

We display our Ofsted registration certificate and our Public Liability insurance on our noticeboard.

Monitoring and Review:

This policy will be monitored by the administrator and the manager of Abington Community out of School Club (GAPS) and will be reviewed at least annually.

Risk assessments will be carried out regularly by the trustees of the committee and the staff and management of Abington Community out of School Club (GAPS).

Data Protection:

The setting's record keeping systems meet legal requirements; means of storing and sharing that information take place within the framework of the Data Protection Act 2018 and the Human Rights Act 1998.

ADOPTION AND ANNUAL REVIEW OF THE POLICY

This policy was adopted at a meeting of: **Abington Community Out Of School Club (GAPS).**

Print Name: Ruth Beach

Date: 03/12/2018

Role: Administrator

This policy was reviewed on:	Signature and name:	This policy was amended on:	Signature and name:
13/10/2021	R Beach		
05/05/2023	E Turner	05/05/2023	E Turner