



Devon Moors **Federation**

INFORMATION SHARING POLICY

Signed by the Chair of the FGB

Approved at the FGB Meeting on 11th May 2021

Next review Summer term 2021-2022

This policy will be reviewed annually

Iain Stewart.

Policy statement

Devon Moors Federation recognizes that parents have a right to know that information they share will be regarded as confidential. However, there are certain circumstances when we share information with parents' consent and there are also circumstances when we are obliged to share information without parental consent. This policy details both sets of circumstances and should be read in conjunction with our Privacy Notice for Parents & Pupils and our Child Protection and Safeguarding Policy.

Sharing with consent

When a child moves on from Devon Moors Federation, we share information about their progress and development with the next school or education provider. We also share information with other settings where a child attends more than one setting. Parents are asked to give written consent to sharing child development summaries and to sharing information about any additional needs their child may have.

On occasion, we may agree with parents to discuss particular issues with the new setting or school, where this may affect the child's transition. An example might be a difficult relationship with another child in the setting who will also be moving to the same school.

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.

Information sharing without consent

We are obliged to share confidential information without consent from the person who provided it or to 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.

Data Protection legislation provides a framework to ensure that personal information about living persons is shared appropriately. In our Child Protection and Safeguarding Policy we detail the 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 is 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 and always puts the safety and wellbeing 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 our Child Protection and Safeguarding Policy.

Seven Golden Rules for Information Sharing:

1. **Remember that data protection legislation is not a barrier to sharing information** but provides a framework to ensure that personal information about living persons is shared appropriately.
2. **Be open and honest** with the person (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** if you are in any doubt, without disclosing the identity of the person where possible.
4. **Share with consent where appropriate** and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.
5. **Consider safety and well-being:** base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.
6. **Necessary, proportionate, relevant, 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 people 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.

Reviewed at policy meeting 26th April 2021	No changes