

OUR LADY'S PRESCHOOL NORTHFLEET

INFORMATION SHARING POLICY

Policy Owner: Our Lady's Preschool Northfleet

Reviewed: June 2026

Next Review: June 2027

Responsibility: Management Team and Committee

1. Policy Statement

Our Lady's Preschool Northfleet recognises that effective information sharing is essential in promoting children's welfare, safeguarding children and supporting positive outcomes for families.

The setting is committed to sharing information appropriately, lawfully and professionally whilst maintaining respect for privacy and confidentiality.

The welfare and safety of children will always be the primary consideration when making decisions about information sharing.

2. Purpose

The purpose of this policy is to:

- support the safeguarding and welfare of children;
 - ensure compliance with legal and statutory requirements;
 - promote effective partnership working;
 - support early intervention and Early Help;
 - provide clear guidance for staff regarding information sharing decisions.
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3. Legal Framework

This policy should be read alongside:

- Early Years Foundation Stage (EYFS) Statutory Framework (2025)

- Working Together to Safeguard Children
 - Children Act 1989
 - Children Act 2004
 - Data Protection Act 2018
 - UK General Data Protection Regulation (UK GDPR)
 - Human Rights Act 1998
 - Freedom of Information Act 2000
 - Safeguarding and Child Protection Policy
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4. Principles of Information Sharing

Information sharing should be:

- necessary;
- proportionate;
- relevant;
- accurate;
- timely;
- secure;
- recorded appropriately.

Staff should only share information that is required for the purpose intended.

The setting recognises that information sharing is often vital in identifying risk and protecting children from harm.

5. When Information May Be Shared

Information may be shared:

- to safeguard a child;
 - to promote a child's welfare;
 - to support Early Help interventions;
 - to comply with legal requirements;
 - to support transitions between settings and schools;
 - to ensure appropriate support for children with SEND;
 - to protect individuals from significant harm.
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6. Safeguarding and Child Protection

The safety and welfare of children takes precedence over confidentiality.

Information may be shared without parental consent where:

- a child is at risk of harm;
- a crime may have been committed;
- seeking consent may place a child at increased risk;
- statutory safeguarding duties apply.

Staff should never delay sharing information if doing so could place a child at risk.

All safeguarding concerns must be reported immediately to the Designated Safeguarding Lead (DSL).

7. Consent

Where appropriate, the setting will seek parental consent before sharing information.

Consent should be:

- informed;
- specific;
- voluntary;
- documented.

However, consent is not required where safeguarding concerns override the need for confidentiality.

Staff should seek advice from the DSL where uncertainty exists.

8. Information Sharing with Parents and Carers

The preschool values open and honest communication with families.

Parents and carers may receive information regarding:

- their child's development and progress;
- attendance;
- wellbeing;

- SEND support;
- behaviour and emotional development;
- significant incidents.

Information will be shared respectfully and professionally.

9. Working with Other Professionals

The setting works in partnership with:

- schools;
- health visitors;
- speech and language therapists;
- educational psychologists;
- SEND professionals;
- Early Help services;
- Children's Social Care;
- safeguarding agencies.

Relevant information may be shared to support children's needs and improve outcomes.

10. Children with SEND

Information sharing plays an important role in supporting children with special educational needs and disabilities.

The setting may share information with:

- parents;
- schools;
- local authority services;
- SEND professionals;
- healthcare professionals.

This helps ensure consistency of support and effective planning for children's individual needs.

11. Attendance and Welfare Concerns

The setting monitors attendance and welfare concerns as part of its safeguarding responsibilities.

Information may be shared where concerns arise regarding:

- persistent absence;
- repeated unexplained absences;
- late collection;
- welfare concerns;
- changes in family circumstances.

Appropriate records will be maintained.

12. Record Keeping

Records must be:

- factual;
- accurate;
- dated;
- signed where appropriate;
- stored securely.

Information sharing decisions must be recorded, including:

- what information was shared;
 - who it was shared with;
 - why it was shared;
 - whether consent was obtained.
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13. Data Security

The preschool will ensure that:

- records are stored securely;
- electronic systems are password protected;
- access is restricted to authorised individuals;
- information is transferred securely.

Staff are responsible for maintaining confidentiality and protecting personal information.

14. Information Sharing During Transitions

Information may be shared when children move to:

- another early years setting;
- school;
- specialist provision.

The purpose is to support continuity, safeguarding and successful transitions.

Relevant information regarding development, SEND, health and safeguarding concerns may be shared where appropriate.

15. Professional Judgement

Staff should use professional judgement when making information sharing decisions.

Where uncertainty exists, advice should be sought from:

- the DSL;
- management;
- safeguarding professionals;
- relevant agencies.

A failure to share information can be as harmful as inappropriate sharing.

16. Monitoring and Review

This policy will be reviewed annually or sooner where legislation or guidance changes.

The Management Team and Committee are responsible for ensuring effective implementation of this policy.

Related Policies

- Safeguarding and Child Protection Policy

- Prevent Duty Policy
- Missing Child Policy
- Looked After Children Policy
- SEND Policy
- Confidentiality Policy
- Attendance Policy
- Complaints Policy