



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 supports 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 passed 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.

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.

Designated coordinators at the settings are:

Alburgh

Special Educational Needs and Disabilities	Jayne Rayner
Safeguarding children	All staff trained and responsible
Contingency practitioner (SLP)	Karen Edwards & Jayne Rayner
Key workers	Tracey Scarle, Karen Edwards, Michaela Hollis and Kim Eagle, Caire Ward

Harleston

Special Educational Needs and Disabilities	Karen Reeve & Jayne Rayner
Safeguarding children	All staff trained and responsible
Contingency practitioner (SLP)	Lucie Lucas & Jayne Rayner
Key workers	Annette Copeman-Lamoureux, Karen Reeve, Emily Hultoana, Emily Waterfield, Lucie Lucas and Courtney Stokes