**Next Generation Nursery & Schoolies Club**

**Information Sharing Policy**

**Policy Statement**

The Next Generation Nursery & Schoolies Club recognises 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 Safeguarding Policy.

**Information sharing with consent**

When a child moves on from the Next Generation, we share information about their progress and development with the next pre-school provider or school. 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 or school. This includes health and allergy issues and family circumstances such as illness, bereavement, divorce and separation*.*

As part of our assessment and tracking system in our nursery, we will share individual children’s information with the local authority. This information consists of name, date of birth, gender, NHS number and a summary of their development in the prime areas of learning. The local authority will use this data for analysis and to support raising attainment in our nursery. This data will not be shared with any outside agencies.

**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.

The Data Protection Act provides a framework to ensure that personal information about living persons is shared appropriately. In our safeguarding Policy we detail those 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. It would be made jointly between management team, and will always put the safety and well-being of children first. Careful record keeping of any concerns helps support any decision for sharing information without consent.