



Information Sharing Policy

Updated September 2024

At Briar Dene Childcare, we recognise the importance of protecting the privacy and confidentiality of all individuals in our care, including children, families, and staff members. This policy outlines how we manage and share information within the nursery in a safe, secure, and respectful manner, ensuring compliance with all legal and regulatory requirements. This policy applies to all employees, volunteers, and contractors working at Briar Dene Childcare and governs the sharing of information within the nursery, between external agencies, and with other relevant parties.

Principles of Information Sharing:

- **Confidentiality and Privacy:** All personal information about children, families, and staff will be treated with the utmost confidentiality and respect. Information will only be shared when necessary, and with the consent of the individual or in accordance with legal requirements.
- **Consent:** Where appropriate, and except in cases where there is a legal or safeguarding requirement, we will seek explicit consent from parents, guardians, or staff members before sharing their personal information.
- **Data Protection:** All information will be stored and managed in accordance with data protection laws, including the General Data Protection Regulation (GDPR) or relevant local laws. We will ensure that personal data is kept secure, accurate, and up to date.
- **Relevance and Necessity:** Information will only be shared when it is necessary for the specific purpose for which it is required, and it will be shared only with those individuals or organisations who need it to fulfil their responsibilities.
- **Accuracy:** We will take all reasonable steps to ensure that the information we share is accurate, complete, and up to date. If errors are found, corrections will be made promptly.

Types of Information We May Share:

- **Child-Related Information:**
 - Personal details (name, address, date of birth, emergency contact details)
 - Health information (allergies, medical conditions, medications)
 - Educational development and progress
 - Behavioural or emotional needs
 - Attendance records
- **Staff-Related Information:**
 - Contact details
 - Employment records (contracts, professional development, training)
 - Health and safety information (e.g., medical conditions, qualifications)

- Work-related performance and feedback
- **Family-Related Information:**
 - Contact details for parents or guardians
 - Family structure and relevant background information
 - Any additional support needs or concerns affecting the child or family

When and How Information May Be Shared:

- **Within the Nursery:**
 - Staff members may share relevant information with one another to ensure the smooth running of the nursery and to support the welfare and development of the children. This will only happen on a “need to know” basis, ensuring that unnecessary sharing does not occur.
- **With Parents/Guardians:**
 - Information about a child’s progress, behaviour, or any other issues affecting their care and development will be shared regularly with parents or guardians. Parents are encouraged to share any relevant information about their child’s health, wellbeing, and development with staff to ensure the best care possible.
- **With External Agencies:**
 - In certain circumstances, information may be shared with external agencies, such as social services, healthcare professionals, or educational specialists, when it is necessary to ensure the well-being or safeguarding of a child. This will only be done in accordance with legal requirements or with the explicit consent of the individual, unless there are concerns related to safeguarding that require immediate action.
- **In Emergency Situations:**
 - In the case of an emergency, personal information may be shared with emergency services (e.g., medical or police) if required to ensure the safety and well-being of children or staff.

Safeguarding and Confidentiality:

- **Safeguarding:**
 - The safety and well-being of the children in our care are our top priority. If we have concerns about a child’s welfare, we may need to share information with appropriate authorities, such as child protection services, without parental consent if it is necessary to protect the child from harm.
- **Confidentiality and Legal Requirements:**
 - While we are committed to maintaining confidentiality, there are circumstances where sharing information is required by law. This includes instances where there is a legal obligation to disclose information (e.g., under safeguarding legislation or in the case of a legal investigation). In these cases, we will ensure that the information is shared only with those who need to know and that it is done in a manner that is respectful and in accordance with the law.

Security of Information:

- **Data Security:**
 - We take all necessary steps to protect personal data from unauthorised access, loss, or misuse. This includes physical security measures (e.g., locked cabinets for paper records),

digital security (e.g., password-protected systems for electronic records), and appropriate staff training.

- **Retention and Disposal:**

- Personal data will be retained for no longer than necessary for the purpose for which it was collected. When it is no longer needed, it will be securely destroyed or deleted to protect confidentiality.

Staff Responsibilities:

- **Confidentiality Training:**

- All staff members will receive training on confidentiality and information-sharing policies as part of their induction and ongoing professional development. Staff will be informed of the importance of handling information responsibly and the legal requirements surrounding data protection.

- **Sharing Information Responsibly:**

- Staff must ensure that they only share information in accordance with this policy. Information should only be shared with those who have a legitimate need to know and should not be disclosed to unauthorised individuals, including discussing sensitive information in public or inappropriate settings.

Parent/Guardian and Staff Rights:

- **Access to Information:**

- Parents/guardians and staff have the right to request access to their personal information held by Briar Dene Childcare. Requests for access will be processed promptly and in accordance with data protection laws. Any discrepancies or concerns about the information will be addressed in a timely manner.

- **Right to Withdraw Consent:**

- Parents/guardians and staff have the right to withdraw consent for information sharing at any time, unless there is a legal or safeguarding reason for the continued sharing of information.

Review of Policy:

This policy will be reviewed annually (September 2025), or as needed, to ensure that it remains relevant and effective in meeting the evolving needs of the children, families, and staff within the nursery.

Name:	Position:	Signed:	Date:
David Birkbeck	Owner		
Kayleigh Tydd	Director		
Greg Bamber	Nominated Individual		
Zoe Tydd	Manager & DSL		
Abbie Lloyd	Deputy Manager		
Jade Radcliffe	Second Deputy Manager		
Pamela Lear	Practitioner		
Diane Jones	Practitioner		
Emily Gautrey	Practitioner		