



Scalloway Preschool Information Sharing Policy

Purpose of Policy

To ensure that where information about a child or their family is required to be shared with other agencies it is done so in a legal and ethical manner which will not impact on the personal rights of the child or their family.

Who is Responsible?

All information about children and their families should be seen as confidential (with the exception of information gathered for the purposes of child protection), all members of staff have a responsibility to ensure that all confidential information is not shared out-with the setting unless there is consent by the child or the family to do so.

The Law of Confidentiality

In Scotland there is a portion of Scots Law that applies to confidential information, where information is shared which has an implied or explicit expectation of confidentiality then it should be treated as such. This includes all personal information about children and their families and can also include information that children or their families give you about personal circumstances. The setting has a confidentiality policy and a data protection policy and these should be referred to if you have any questions about how your information is treated within the setting.

However, Scalloway Preschool recognises that there are circumstances under which information about children or their families must be shared, in the event that this happens you should be confident that information will only be shared if it meets the following criteria:

- When a child or young person is believed to be at risk of harm
- Where there is evidence of serious public harm or risk of harm to others
- Where there is evidence of serious health risk to an individual
- For the prevention, detection or prosecution of a serious crime
- When instructed to do so by a court

Consent/Information Sharing with Other Agencies

Scalloway Preschool will not ordinarily share information with other agencies without the consent of the family. Where the setting feels that it is in the best interests of a child or family to share personal information Scalloway Preschool will in the first instance ask you for your consent to do so.

Scalloway Preschool may ask you for explicit consent, this is where you will be asked to sign a consent form and given the information you need to make an informed decision, or ask you for verbal consent.

Scalloway Preschool would request that all parents consent to information sharing to allow for the setting to better meet the needs of the child.

Other agencies which the setting may require to share information with (with or without consent) can include:

- Social Work Children and Families
- Health services
- Police
- Other early years sector organisations who are jointly caring for the child

Scalloway Preschool Information Sharing Consent Form

Child/Young person

Name

Address

Post code

Date of Birth

- I understand that some information is held about my child.
- I have read and understood to Scalloway Preschool Policies and Procedures regarding confidentiality, Data protection, information sharing, etc
- I have had the opportunity to discuss the implications of sharing or not sharing information about my child/children.

I agree that Scalloway Preschool can share information about my child with the following agencies - please add any others which may be relevant

Name of the agency	Yes/No

Signature of parent

Print name

Date