



INFORMATION SHARING POLICY

Sharing Information between early years practitioners is a requirement of the Ofsted Early Years Register and the Early Years Foundation Stage Statutory Framework. By sharing information between the early years professionals involved in each child's life we are able to provide for and meet their needs more fully, aid the settling-in process and coordinate planning and record keeping for individual children.

As a registered Childminder, I aim to provide good quality care and education for all children through the appropriate sharing of information and the successful delivery of the EYFS and the Register requirements. I plan to do this by:

- Ensuring continuity and coherence by sharing relevant information with other early years professionals and with parents.
- Facilitating the identification of children's learning needs,
- Ensuring a quick response to any area of particular difficulty.

My information sharing procedures are based on the Seven Golden Rules for Information Sharing, (attached) as set out in 'Information Sharing; Guidance for Practitioners and Managers'.

Procedures:

- Permission forms for the sharing of information will be obtained from each child's parent/carer before other professionals are contacted. This will clearly state how information will be used and stored and what information can be shared and with whom.
- Parents will be asked to sign to say that they understand the circumstances when information may be shared without their consent. This will only be when it is a matter of safeguarding a child or vulnerable adult.
- Only those with parental rights can give or refuse consent for the sharing of information. Those with parental responsibility include:
 - The child's mother and father if they were married at the time of the child's birth.
 - If unmarried, the child's mother; the child's father if he is named on the child's birth certificate.
 - Adoptive parents.
 - Others who have gained parental responsibility via a court order.



- This policy and the confidentiality policy will be discussed with parents/carers when a child starts at the setting to ensure that they are fully aware of their rights before permissions for sharing information are sought.
- Information collected from other professionals will be used in planning for continuity of care e.g. children's likes and dislikes, activity themes and curriculum, school outings, special friendships, any upsets, or sickness during the day, or any special arrangements to ensure inclusion.
- I will seek advice where necessary and record the outcome of any discussions in a confidential manner.

If you have any concerns I will be happy to meet and discuss them with you.

Childminder's Signature:

Date:

Review Date: