EARLSMEAD PRIMARY SCHOOL

Information Sharing Policy

SUCCESS *for* ALL

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MISSION STATEMENT

At Earlsmead Primary School we encourage all members of our school community to strive to be the best they can be and develop new skills that empower them for life-long learning in order to become confident, valuable, members of society.

We create an inclusive, supportive, safe and challenging environment where all contributions are valued.

Learning is motivating and independence is encouraged, hence all become reflective, self-learning team members with a positive sense of wellbeing and a love of learning.

OUR VISION

Working in partnership with children, parents, staff and governors, as a community we will achieve *Success for All* through:

S*ecuring resilience*
U*nderstanding values and respecting others*
C*ommitting to our learning*
C*ommunity involvement*
E*quality for all*
S*triving to do our very best*
S*etting high expectations*

Introduction

Sharing information across organisational and professional boundaries can bring many advantages, not least to ensure effective co-ordination, integration of services and multiagency working. Information sharing does of course present risks and these need to be managed correctly. It is important to have a clear framework in place which adopts good practice.

Earlsmead Primary School is committed to sharing information where it is appropriate to do so, whilst ensuring that this is done in a fair and transparent way which is in line with the rights and expectations of pupils and their families.

Scope

This policy covers all of the following, including (but not limited to):

- Governors and Trustees.
- Pupils and their families.
- Permanent staff.
- Temporary staff.
- Supply staff.
- Volunteers, students and trainees.
- Any third parties which may access the school's information assets.

What Constitutes Information Sharing?

Sharing can take the form of:

- A reciprocal exchange of data.
- One or more organisations providing data to a third party or parties.
- Several organisations pooling information and making it available to each other.
- Several organisations pooling information and making it available to a third party or parties.
- Different parts of an organisation making data available to each other.
- Exceptional, one off disclosures of data in unexpected or emergency situations.

Statutory Information Sharing

Key information is shared on a statutory basis to:

- Meet legal requirements to share information about our pupils with Harrow Local Authority and government departments or agencies such as the Department for Education (DfE).
- Make necessary arrangements for school admissions applications.
- Support and ensure appropriate provision for pupils with SEND.
- Notify Harrow Local Authority if a pupil is being removed from the school roll, or when a pupil joins the school roll.

Sharing Information with Other Organisations

Information may be shared in order to:

- Monitor and report on pupil progress.
- Provide appropriate pastoral care.
- Ensure the safety of pupils whilst in our care and protect them from harm.
- Notify families of pupils of any news and important information about the school.
- Support integrated health services.
- Facilitate commissioning of services to support pupil learning.
- Comply with court orders.
- Prevent crime or disorder.
- Investigate complaints or potential legal claims.
- Comply with medical reports/insurance requests.
- Work with another school in the trust.

Procedures

Our procedures are based on the seven golden rules for sharing information as set out in **Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (July 2018)**.

1. We acknowledge that the General Data Protection (GDPR), Data Protection Act 2018 and Human Rights Law are not barriers to sharing information. They act as a framework to ensure personal information is shared appropriately.

2. We value openness and honesty from the outset about why, what, how and with whom information will, or could be, shared and seek the agreement of individuals (or their families where appropriate) unless it is unsafe or inappropriate to do so.

We ensure parents receive a copy of this information sharing policy in their induction packs to help them understand circumstances when information may be shared without their consent. This will only be when it is a matter of safeguarding a child.

3. We seek advice from other practitioners if in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.

4. Where possible, we share information with consent, and when able to, respect the wishes of those who do not give consent to having their information shared.

However, in the interests of the child and prioritising safety, we are able to judge when it is reasonable to override this wish. When such circumstances arise, advice is sought from our Data Protection Officer (Judicium) as part of procedure.

5. We prioritise safety and wellbeing, basing information sharing decisions on the safety and wellbeing of the individual, and others who may be affected by these actions.

Where concerns arise as part of information sharing, these concerns are raised with the Designated Safeguarding Lead (Jackie Stangroom), following our internal procedures for reporting concerns and record keeping.

6. We ensure that any sharing of information which is necessary for the purpose for which we are sharing it, is only shared with individuals who need to have it, is accurate and up to date, is shared in a timely fashion and is shared securely.

7. We keep full records of all information sharing decisions, as well as reasons for those decisions. If we decide to share information, what we share, with whom and for what purpose is included in this record.

If the decision is not to share, we record reasons for this and discuss with the requestor. Please note that in line with retention procedures as part of our Data Protection Policy, Earlsmead only retains personal data for as long as necessary to fulfil the purposes it is collected for.

Consent

Parents have a right to be informed that their consent to share information will be sought in most cases, as well as the kinds of circumstances when their consent may not be sought, or their refusal to give consent is overridden.

As mentioned above, such circumstances will be when it is a matter of safeguarding a child. When deciding on the sharing of information, we take into account the following:

- If there is legitimate purpose to sharing the information.
- Whether the person can be identified by the information.
- The confidentiality of the information and whether consent was obtained to share it.
- A statutory duty or court order to share the information.
- If there is sufficient need to share the information should consent not have been obtained.
- When a decision has been made to share information, it is done in the right way.
- That proper process was followed and decisions/actions recorded.

All the undertakings above are subject to the paramount commitment of Earlsmead Primary School to the safety and well-being of the child. Please see our Safeguarding and Child Protection Policy for further information.

Review and Evaluation

Questions about this policy should be referred to Nisha Peshawaria (Assistant Headteacher) or another member of the Senior Leadership Team in her absence.

This policy has been shared with the Data Protection Officer (Judicium) upon creation and will be reviewed annually.

Additional, out of cycle reviews may also take place following:

- Any major breaches of a policy.
- The identification of new threats or vulnerabilities.
- Significant organisational restructuring.
- Significant changes to the school's technical infrastructure.

Paper copies of this policy are available via the front office.

Links

This policy links to:

- Safeguarding and Child Protection Policy.
- Complaints Policy.
- Use of ICT Policy.
- Use of Mobile Phones Policy.
- Freedom of Information Sharing and Publication Scheme.
- Data Protection, Privacy and SARs Policy.