

Information Sharing Between Settings to Support Learning and Development

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Policy

Where a child in our care attends another registered early years provision (for example, a pre-school, nursery or child minder or nanny), the Early Years Foundation Stage Statutory Framework requires us to share information with the setting in order to support the child's learning and development:

EYFS 3.69: Providers must enable a regular two-way flow of information with parents and/or carers, and between providers, if a child is attending more than one setting.

We are committed to information sharing as we know that when providers work together there are many benefits to the child and family:

- Ensures the child's best interests are met
- Enriches the child's daily experiences
- Provides consistency in the child's experience at different settings
- Protects the child's emotional well-being
- Ensures smooth transitions/transfers between settings
- Joins up partnerships between parents and setting
- Enhances child's learning and development and ensures child's progression

Procedure

- When parents join us, they are required to complete the electronic Sharing Information form which asks all parents to complete the section "Other Settings" and provide contact details of any other setting the child goes to.
- This form will also contain a consent section so that we have written consent to share this information.
- This information will be passed to the Nursery Manager and key person to be reviewed.

- Once consent has been given, the nursery manager or the child's the other setting and agree a plan for sharing information. A record of all contact between the settings must be maintained using the **Communication Log** and made available to the child's parents on request.

Legal Framework

This procedure reflects the principles of the General Data Protection Regulations 2018 and the seven golden rules for sharing information noted in the Information Sharing Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents and Carers, 2018. It is important to note, The GDPR and Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children and young people safe.

Further Guidance

- Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (HM Government 2018)