

Safeguarding / Child Protection Information Sharing Expectations and Good Practice for Solihull Early Years Settings* (PVI)



*This document outlines the importance of sharing information about children, young people and their families in order to safeguard children. *Schools please read [safeguarding/child protection record transfer expectations and good practice](#)*

Rapid reviews and child safeguarding practice reviews have highlighted that missed opportunities to record, understand the significance of, and share information in a timely manner can have severe consequences for children.

[Working together to safeguard children 2023](#)

Why will I share information?

In Solihull, we need to ensure that when children move between / exit early years settings (*including cross border*), key information is shared at the earliest opportunity to the appropriate setting /

Everyone must take responsibility for sharing information in order to keep children safe from harm, they must not assume someone else will pass on information.

[Information sharing advice for safeguarding practitioners](#)

agency so that the right safeguards can be put in place as soon as is practicable. Likewise, settings who do not receive information should seek information. It is in all agencies' interests to develop relationships which lead to effective communication methods.

All early years settings (PVI) must follow statutory guidance, in conjunction with local authority safeguarding protocols and their own setting policy and procedures for safeguarding

children in their care. It is expected that all practitioners understand their role when sharing information and that it is shared in a timely manner so that children are not put at risk of harm.

Below is an overview of the statutory and local requirements to safeguard children in relation to information sharing. You may need to click the links to find out more and to ensure that your setting policies and procedures are aligned.

Statutory Requirements - The Early Years Foundation Stage Statutory Framework

Section 3 – The safeguarding and welfare requirements

- Information and record keeping
- Concerns about children's safety and welfare

Providers must also take into account the government's statutory guidance '[Working Together to Safeguard Children](#)' and '[Prevent duty guidance for England and Wales](#)'. All schools are required to have regard to the government's statutory guidance '[Keeping Children Safe in Education](#)' (KCSIE), and other childcare providers may also find it helpful to read this guidance.

The Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR) supports the sharing of relevant information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of safeguarding and promoting the welfare of children.

To ensure effective safeguarding arrangements:

- All organisations and agencies should have arrangements in place that set out clearly the processes and the principles for sharing information. The arrangements should cover how information will be shared with their own organisation/agency and with others who may be involved in a child's life.

Good practice tip

Schools/colleges are required to transfer key information about child protection and this is best practice for early years settings when a child transfers to a setting or school

'Where children leave the school or college (including in year transfers) the designated safeguarding lead should ensure their child protection file is transferred to the new school or college as soon as possible, and within 5 days for an in-year transfer or within the first 5 days of the start of a new term.' (Pg 173 KCSIE)

This allows the new education provision to have support in place for when the child arrives.

In your setting, timely sharing of information will ensure the new setting Designated Safeguarding Lead (DSL) and Key Person (KP) have the appropriate knowledge and information to ensure continued support for the child/children and family.

For example: a baby who has been a victim of domestic abuse – receiving this information will enable the DSL to consider the following as appropriate:

- Allocating the appropriate Key Person to support the child and family
- Being ready for the child - transition opportunities / settling in sessions
- Are other agencies involved? Signposting support? Early Help?...
- KP / Staff training needs? Trauma informed training / Domestic Abuse Training...

No single practitioner can have a full picture of a child's needs and circumstances so effective sharing of information between practitioners, local organisations and agencies is essential for early identification of need, assessment, and service provision to keep children safe.

Working together to safeguard children 2023

You may find it helpful to use the information request / sharing form (Appendix A)

Local Partnership Requirements

Overview of the safeguarding expectations outlined by the following Solihull documents, please click the titles for document link.

Early Education Funding Provider Agreement

- Key Provider responsibilities

2.11. The provider must follow the EYFS and have clear safeguarding policies and procedures in place that are in line with local guidance and procedures for responding to and reporting suspected or actual abuse and neglect. A lead practitioner must take responsibility for safeguarding and all staff must have training to identify signs of abuse and neglect. The provider must have regard to 'Working together to safeguard children' 2023 guidance.

Solihull Safeguarding Childrens Partnership information sharing protocol

3.4 This Information Sharing Protocol:

- 3.4.1 Recognises that nothing is more important than children's welfare.
- 3.4.2 Recognises that information sharing is essential for effective safeguarding and promoting the welfare of children and young people.
- 3.4.3 Recognises that Child Safeguarding Practice Reviews (CSPR's) carried out following the death or serious injury of a child have repeatedly highlighted that missed opportunities to record, understand the significance of and share information in a timely manner can have severe consequences for the safety and welfare of children
- 3.4.4 Recognises that the timely and effective sharing of information can improve decision-making and protect the best interests of a child.

- 3.4.5 Has regard to the seven golden rules to sharing information set out in HM Government's Information Sharing Advice to practitioners providing safeguarding services to children, young people, parents and carers July 2018 which are:

***The Seven golden rules for sharing information
(including personal information):***

- 1. All children have a right to be protected from abuse and neglect. Protecting a child from such harm takes priority over protecting their privacy, or the privacy rights of the person(s) failing to protect them.** The UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA) provide a framework to support information sharing where practitioners have reason to believe failure to share information may result in the child being at risk of harm.
- 2. When you have a safeguarding concern, wherever it is practicable and safe to do so, engage with the child and/or their carer(s), and explain who you intend to share information with, what information you will be sharing and why.** You are not required to inform them, if you have reason to believe that doing so may put the child at increased risk of harm (e.g., because their carer(s) may harm the child, or react violently to anyone seeking to intervene, or because the child might withhold information or withdraw from services).
- 3. You do not need consent to share personal information about a child and/or members of their family if a child is at risk or there is a perceived risk of harm.** You need a lawful basis³ to share information under data protection law, but when you intend to share information as part of action to safeguard a child at possible risk of harm⁴, consent may not be an appropriate basis for sharing. It is good practice to ensure transparency about your decisions and seek to work cooperatively with a child and their carer(s) wherever possible. This means you should consider any objection the child or their carers may have to proposed information sharing, but you should consider overriding their objections if you believe sharing the information is necessary to protect the child from harm.
- 4. Seek advice promptly whenever you are uncertain or do not fully understand how the legal framework supports information sharing in a particular case.** Do not leave a child at risk of harm because you have concerns you might be criticised for sharing information. Instead, find out who in your organisation/agency can provide advice about what information to share and with whom. This may be your manager/supervisor, the designated safeguarding children professional, the data protection/information governance lead (e.g., Data Protection Officer), Caldicott Guardian, or relevant policy or legal team. If you work for a small charity or voluntary organisation, follow the NSPCC's safeguarding guidance.
- 5. When sharing information, ensure you and the person or agency/organisation that receives the information take steps to protect the identities of any individuals** (e.g., the child, a carer, a neighbour, or a colleague) who might suffer harm if their details became known to an abuser or one of their associates.
- 6. Only share relevant and accurate information with individuals or agencies / organisations that have a role in safeguarding the child and/or providing their family with support, and only share the information they need to support the provision of their services.** Sharing information with a third party rarely requires you to share an entire record or case-file – you must only share information that is necessary, proportionate for the intended purpose, relevant, adequate and accurate.
- 7. Record the reasons for your information sharing decision, irrespective of whether or not you decide to share information.** When another practitioner or organisation requests information from you, and you decide not to share it, be prepared to explain why you chose not to do so. Be willing to reconsider your decision if the requestor shares new information that might cause you to regard information you hold in a new light. When recording any decision, clearly set out the rationale and be prepared to explain your reasons if you are asked.

Taken from [Information sharing advice for safeguarding practitioners](#)

Responsibility to share and seek information

Practitioners should be proactive and should seek out relevant information from other practitioners and agencies or organisations to build an accurate picture of a child and family life.

All decisions to share or not share information should always be recorded with the rationale of what was/ was not shared with who, how, and when.
[SSCP Information Sharing Consent briefing](#)

All practitioners should be particularly alert to the importance of sharing information when a child moves from one local authority into another, due to the risk that knowledge pertinent to keeping a child safe could be lost
 ([Working Together 2023 Pg19](#))

Effective information seeking enables pieces of information to be shared, gathered, and triangulated across agencies or organisations working with a child and family. Practitioners should be professionally curious about the information they hold, and the information other practitioners may hold about a child. This may involve checking with agencies to build a fuller understanding of a family's context or the risks of harm. You should be responsive

to practitioners seeking information and share relevant information with practitioners when it supports the safeguarding of a child. A social worker, if involved, will pass information to a new setting but DSLs should not solely rely on social workers for this information sharing
 ([Information sharing advice for safeguarding practitioners pg.19](#))

You may find it helpful to use the information request / sharing form
 ([Appendix A](#))

Actions for children joining and leaving your setting

Think	Who do I need to share information with? Who do I need information from? <i>i.e. new setting Manager / DSL / SendCo / parents / carers / social workers / other agencies?</i>		<u>Seek!</u> <u>Share!</u>
Check	Do I need consent? <i>A 10 step guide to sharing information to safeguard children</i>		
Prepare	What information am I seeking / sharing? Why? <i>Appropriate, clear, concise, relevant</i>	When will I share? When will I seek? <i>Timely</i>	

This visual is available as a poster; Appendix B

Record Retention

- [NSPCC Child protection records retention and storage guidance](#), September 2023
- [EYF Solgrid Business Management & Support Section](#) - Solihull Local Authority Records Retention Guidance Nov 22

It is helpful if:

- You provide contact details for the person who knows the child best
- If sharing information about a number of children – **Red/ Amber/ green [RAG]** rating so safeguarding concerns are easily

Links and Resources

- [Early Years Foundation Stage \(EYFS\) Statutory Framework](#) - Statutory Guidance
- [Working together to safeguard children 2023](#) – Statutory Guidance
- [Information sharing advice for safeguarding practitioners](#) – Guidance
- [Keeping Children Safe in Education](#) – School Statutory Guidance
- [Early Education Funding Provider Agreement](#)
- [Solihull Safeguarding Childrens Partnership information sharing protocol](#)
- [Early Years Alliance - Information sharing and data protection](#)

Appendix A

Child Protection & Safeguarding Information sharing / information request form

Please indicate (✓) if you are sharing or requesting information about a child..	Information sharing Please complete Sections A & C		Information request Please complete Section A & B	
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Section A – Child information and contact details			
Child's name		Child's d.o.b.	
Current Setting name and address		New Setting name and address	
Designated safeguarding lead of current setting	Name: Contact number:	Designated safeguarding lead of new setting	Name: Contact number:
Date child is due to join school / setting			
Child's UPN (if moving from / to a school) if applicable			
Child's electronic safeguarding system reference code if applicable			

Section B - Information request
(Please provide any information in the box below which will aid the current setting making contact with you such as an email address / other contact details / deputy DSL / days / times /meeting invite etc. to ensure information is shared in a timely and effective manner)

Section C - Information Sharing	
To be completed by child's current setting, SENT SECURELY AND SEPARATELY ; So this form can be sent without too much delay to alert of concerns (AMBER or RED). Then full details can follow securely.	
Have there been any substantiated child protection or welfare concerns requiring further action regarding this child?	
Have there been any referrals to MASH? Please give details and dates	
Is the child or has the child been subject to a child protection plan, child in need plan or looked after plan? Please give details and dates	
Has the child/family received any Early Help? What is the current threshold of need? What works/should we continue? Please give details and dates	
Is there anything else or involvement with other agencies which we should consider? (E.g. Health Visitor police, CAFCAS, SEND, Prevent, Solar/CAMHS, substance misuse of parents, Domestic abuse etc.)	
Any other comments	

Appendix B

Actions for children <u>joining</u> and <u>leaving</u> your setting			
Think	Who do I need to share information with? Who do I need information from? <i>i.e. new setting Manager / DSL / Sendco / parents / carers / social workers / other agencies?</i>		<u>Seek!</u> <u>Share!</u>
	Do I need consent? <i><u>A 10 step guide to sharing information to safeguard children</u></i>		
Check			
Prepare	What information am I seeking / sharing? Why? <i>Appropriate, clear, concise, relevant</i>	When will I share? When will I seek? <i>Timely</i>	