EDSTART SCHOOLS

Information Sharing Policy

INFORMATION GOVERNANCE

Policy owner	EdStart Specialist Education Ltd
Applies to	EdStart Schools – All Sites
Category	Information governance
Approval and validity	September 2026 to September 2027
Review trigger	Annual review, or earlier following statutory, regulatory or operational change

Status: This 2026 version supersedes all previous versions.

EdStart is committed to creating and maintaining a safe environment for children and young people. EdStart recognises its responsibility to safeguard them from poor practice, abuse and bullying.

General Principles:

- The welfare of the child is the first consideration
- All children have the right to protection from abuse
- All staff have a responsibility to keep children safe
- All concerns will be taken seriously and managed accordingly
- Confidentiality will be upheld in line with legislation and government guidance
- A child is defined as anyone under 18. When decisions are taken to share information, the child's welfare is of paramount importance
- When sharing information, EdStart will ensure that they clarify which information they are sharing is factual (to the best of our knowledge) and which is an expression of professional opinion
- Information will always be supported with a written report
- Where written information has been shared during the course of an investigation, outcomes will be shared with those to whom the information was originally sent.

Key Points:

- Information will be shared when the school deems it necessary to protect a child
- The school will explain at the outset what information could, or will, be shared and seek agreement, except where doing so puts the child or others at risk of harm

- EdStart will share no more information than is necessary for the specific purpose of sharing that relevant information
- Records will be kept of decisions to share, or not share, information and reasons for this decision
- Information that is shared will be up to date and accurate, shared only with those with a need to see it and shared securely.
- Copies of Child Protection Records must be passed on to the next organisation when a child leaves the school. Currently using Cpoms.
- To be read in conjunction with the Child Protection and Safeguarding policy.

Government Guidance and Legislation

This policy takes into account:

- European Convention on Human Rights
- Human Rights Act 1998
- Common Law Duty of Confidentiality
- Data Protection Act 2018
- Specific Safeguarding Acts:
- Children Act 2004
- Working Together to Safeguard Children 2026
- Keeping Children Safe in Education 2026
- Information Sharing Guidance CPSU 2018
- Disclosure and Barring Service (DBS)