

Information Sharing Between Settings to Support Learning and Development

Policy

Where a child in our care attends another registered early years provision (for example, a nanny, childminder, pre-school, nursery or other type of daycare, or any other provider on the Childcare Register), 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 3.68: 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

- All parents are required to complete the Nursery registration form, which includes the section “Other Settings”. Parents are required to provide contact details of any other setting the child goes to.
- This information will be reviewed, and updated as necessary, each term when the Learning and Development Summary is completed.

- Where a parent has confirmed that their child attends another provision, the Nursery Manager will seek the consent of the parent to share information in relation to the child's learning and development using the **Parent Consent Form** below.
- Once consent has been given, the nursery manager or the child's key person will contact 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)

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Parental Consent Form (To Be Kept in Child's Personal File)

Child's name: Date of Birth:

Name of Setting 1:

Start Date:	
Key person name:	
Days and hours of attendance:	
Contact Telephone Number:	
Email Address:	

Name of Setting 2:

Start Date:	
Key person name:	
Days and hours of attendance:	
Contact Telephone Number:	
Email Address:	

I hereby give my consent for the above named settings to work together and share information with regards to my child's learning and development.

I understand this exchange may take place in meetings, visits to each other's settings, telephone calls, and emails. Information shared will relate to the content of my child's Learning Journey (observations and assessments) and any plans to support their learning and development.

Parent name (print):	Parent Signature:	Date:

**Information Sharing Between Settings to Support Learning and Development
Communication Log (To Be Kept in Child's Personal File)**

Date: Time: Type of communication: <input type="checkbox"/> Email <input type="checkbox"/> Telephone <input type="checkbox"/> In person <input type="checkbox"/> Other:	Reason for Contact	Notes	Staff name
Date: Time: Type of communication: <input type="checkbox"/> Email <input type="checkbox"/> Telephone <input type="checkbox"/> In person <input type="checkbox"/> Other:	Reason for Contact	Notes	Staff name
Date: Time: Type of communication: <input type="checkbox"/> Email <input type="checkbox"/> Telephone <input type="checkbox"/> In person <input type="checkbox"/> Other:	Reason for Contact	Notes	Staff name
Date: Time: Type of communication: <input type="checkbox"/> Email <input type="checkbox"/> Telephone <input type="checkbox"/> In person <input type="checkbox"/> Other:	Reason for Contact	Notes	Staff name
Date: Time: Type of communication: <input type="checkbox"/> Email <input type="checkbox"/> Telephone <input type="checkbox"/> In person <input type="checkbox"/> Other:	Reason for Contact	Notes	Staff name
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