



Cornerstone Learning CIC

Information Sharing Policy

1. Policy Statement

At Cornerstone Learning CIC, we are committed to safeguarding children and young people by ensuring that information is shared appropriately, securely, and lawfully. Effective information sharing between staff, parents/carers, and partner agencies is essential to protect children, meet their special educational needs, and provide high-quality provision.

We recognise that while confidentiality is important, the safety and welfare of a child will always take priority.

2. Purpose

This policy aims to:

- Provide a clear framework for sharing information safely and lawfully.
 - Ensure all staff understand their responsibilities when handling personal or sensitive information.
 - Promote a culture of professional curiosity and proactive safeguarding.
 - Balance confidentiality with the need to protect children from harm.
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3. Scope

This policy applies to all staff, directors, volunteers, contractors, and external professionals working with Cornerstone Learning CIC. It covers all forms of information sharing, including:



- Verbal communication
 - Paper-based records
 - Digital records and emails
 - Secure online platforms
 - Reports and referrals
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4. Legal and Statutory Framework

This policy is informed by:

- *UK General Data Protection Regulation (GDPR)*
 - *Data Protection Act 2018*
 - *Human Rights Act 1998*
 - *Working Together to Safeguard Children (DfE)*
 - *Keeping Children Safe in Education (DfE)*
 - Local Safeguarding Children Partnership procedures
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5. Principles of Information Sharing

We follow the seven golden rules of information sharing:

1. **The Data Protection Act and GDPR are not barriers to sharing information** where failure to do so may place a child at risk of harm.
2. **Be open and honest** with the child (where appropriate) and family about why, what, how, and with whom information will be shared — unless it is unsafe or inappropriate.



3. **Seek advice** if in doubt, from the DSL or Data Protection Officer (DPO).
 4. **Share with consent where appropriate** but do not seek consent if it would place a child at risk of harm.
 5. **Consider safety and wellbeing** at all times.
 6. **Ensure information is accurate, necessary, proportionate, relevant, and timely.**
 7. **Keep a record** of decisions and reasons for sharing or not sharing information.
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6. Roles and Responsibilities

- **Director:** Ensures compliance with data protection and safeguarding laws.
 - **Headteacher / Senior Leaders:** Ensure staff are trained and procedures are in place.
 - **Designated Safeguarding Lead (DSL):** Leads safeguarding-related information sharing and ensures timely referrals.
 - **Data Protection Officer (DPO):** Provides advice on GDPR compliance, data handling, and subject access requests.
 - **All Staff:** Responsible for recognising when information needs to be shared and doing so in line with this policy.
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7. When Information Can Be Shared

Information may be shared without consent if:

- A child is at risk of significant harm.
- It is required for the prevention, detection, or prosecution of a crime.
- It is in the vital interests of the child or another person (life-saving).



- It is necessary to protect public health.

Consent should be sought where possible, especially when sharing information for early help or SEN support planning, unless doing so would place a child at increased risk.

8. Information Sharing in Practice

- **Safeguarding Concerns:** All staff must report concerns to the DSL, who will decide what information to share and with whom.
 - **Multi-Agency Working:** Staff will share relevant information with social care, health, education, and police partners, following local safeguarding procedures.
 - **SEN Support:** Information will be shared with professionals (e.g., Educational Psychologists, Speech & Language Therapists) to support assessments and interventions.
 - **Parents and Carers:** Information will normally be shared openly with parents unless it risks the child's safety.
 - **Record Keeping:** Decisions to share or not share must be logged, including the reasons, date, and recipients.
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9. Secure Information Handling

- Personal data must be stored securely in line with GDPR requirements.
- Digital records must be password protected, encrypted where appropriate, and only accessed by authorised staff.
- Paper records must be stored in locked cabinets.
- Emails containing sensitive information must be sent securely (e.g., encrypted or via secure portals).
- Staff must not use personal devices, emails, or storage for work-related information.



10. Training and Awareness

- All staff will receive training on safeguarding, GDPR, and information sharing at induction and through regular updates.
 - The DSL and DPO will provide additional support and advice where needed.
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11. Breaches of Policy

Any misuse of information, unauthorised sharing, or data breaches must be reported immediately to the Headteacher/DPO. Serious breaches may result in disciplinary action and/or referral to the Information Commissioner's Office (ICO).

12. Review and Updates

This Policy will be reviewed annually or when necessary to ensure it remains in line with best practices and legal requirements.

Acknowledgment

All staff members are required to read, understand, and adhere to this Policy .

By signing below, you confirm that you have read, understood, and agree to comply with the Cornerstone Learning CIC Staff Policy.

Name: _____

Signature: _____

Date: _____

Monitoring and Review

This policy will be reviewed annually to ensure it remains effective and relevant. Feedback from children, parents, and staff will be considered in the review process.



Quality Assurance

Cornerstone Learning will ensure that systems are in place to monitor the implementation of and compliance with this policy and accompanying procedures.

The directors will ensure action is taken to swiftly remedy any identified weaknesses within its procedures.

Policy Dates

Date of Policy Implementation: 4/02/2025

Date of Next Review: 04/02/2026

Approved by: Carina Greening