



Ladybirds Newsletter  
Term 4 Week 6 w/c 26th March 2018

**Our topic... 'Minibeasts':**

Wow I can't believe we're almost at the end of another term! The children have really enjoyed our 'Minibeasts' topic this term, they will be finishing our wall display this week by making spiders, all the children have been very creative this term and we've seen some wonderful ladybirds, butterflies and lots of other 'minibeasts'. The children will also be creating their Easter cards to bring home and we have our Easter morning in the church on Wednesday 28<sup>th</sup> which we are all looking forward to, hope you can all make it. The letters of the week are 'X, Y, Z', we would like to share anything the children have in circle time.

**Birthdays:**

Very happy birthday to Penny this week, we hope you have a lovely day!

**Easter Fun Morning Wednesday 28<sup>th</sup> March 10am-12pm:**

We are looking forward to our Easter morning this week, and seeing your Easter bonnets!. Thank you for all of the offers of help and all of the raffle donations. If anyone would like to donate any cakes for our cake stall we would be most grateful!. Raffle tickets will be available to buy on the morning and there will be refreshments available throughout the morning also. Avril and members of the committee will be in the church from 9.30am setting up so you are all welcome from this time. Look forward to seeing you there.

**30 Hour Funding:**

A gentle reminder to all parents if your child receives the 30 hr funding from the government, you need to reconfirm your eligibility code every three months so we are able to claim for their hours. Many Thanks

**Sports Relief:**

Well done to all the children who took part in sports relief last week, the disco was a great success and the children loved the go-jettors hide and seek game we played through the week, final count of the fundraising money will be confirmed this week but thank you to all of you who donated.

**Donation Request:**

After half term we will be planting sunflowers with the children, if possible could each child bring in an empty four pint milk carton which we will use as the base.

**Wow moments:**

Thank you to all of you who have been using our 'wow' moments board in the foyer, we have been taking the slips in at circle time and sharing them with the children. It gives them a wonderful sense of achievement.

**Reminder:**

Could we remind all parents that older siblings are not permitted in the playroom at drop off or pick up unless they are accompanied by their parent/carer. Many Thanks

**Nappy Changing:**

If your child currently wears nappies at Ladybirds, could we please request that there is a packet of baby wipes in your child's bag please for when we change them. Many thanks

**Job Vacancy:**

We are currently advertising for a new Pre-school Assistant. 23hrs per week on a rota basis, all applicants must be level 3 qualified. If you know of anybody who would be interested, then please either pass our phone number or e-mail over. Alternatively, you or they can come and pick an application form up from Avril in the office.

**Named Items:**

Could you please ensure that all your child's belongings are clearly named when coming into Pre-school, including any bags and backpacks. This will ensure that no confusion is made at home time. Also could all children have a spare pair of named wellies in Pre-school. Many Thanks

**Snack time:**

We are running extremely low on snack donations, if any parents/carers are able to make any small donations of some healthy snacks in the new term we would be extremely grateful.

### **Policy Of The Week:**

Please could you spare 5 minutes to review our policy of the week, we encourage any feedback you may have. Many Thanks

Please remember that our door is always open and if you have any issues or concerns, we are always happy to speak with you. Thank You, From the Ladybirds team.

**Have a lovely Easter!, Ladybirds re-opens on Monday 16<sup>th</sup> April.**

## **10.10 Information Sharing**

‘Practitioners need to understand their organisation’s position and commitment to information sharing. They need to have confidence in the continued support of their organisation where they have used their professional judgement and shared information professionally.’

Information Sharing: Guidance for Practitioners and Managers (DCSF2008).

### **Policy statement**

We recognise that parents have a right to know that information they share will be regarded as confidential, as well as to be informed about the circumstances when, and the reasons why, we are obliged to share information.

We are obliged to share confidential information without authorisation from the person who provided it, or to whom it relates, if it is in the public interest. That is when:

- it is to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult; or
- not sharing it could be worse than the outcome of having shared it.

The decision should never be made as an individual, but with the back-up of management team. The three critical criteria are:

- Where there is evidence that the child is suffering, or is at risk of suffering, significant harm.
- Where there is reasonable cause to believe that a child may be suffering, or at risk of suffering, significant harm.
- To prevent significant harm arising to children and young people or adults, including the prevention, detection and prosecution of serious crime.

### **Procedures**

Our procedure is based on the seven golden rules for information sharing as set out in *Information Sharing: Guidance for Practitioners and Managers (DCSF 2008)*.

1. *Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.*
  - Our policy and procedures on Information Sharing provide guidance to appropriate sharing of information with external agencies.
2. *Be open and honest with the person (and/or their family where appropriate) from the outset about why, what how and with whom information will, or could, be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.*

In our setting we ensure parents:

- receive information about our Information sharing policy when starting their child in the setting and they sign our Registration Form to say that they understand the circumstances in which information may be shared without their consent. This will only be when it is a matter of safeguarding a child or vulnerable adult.
  - have information about our Safeguarding Children and Child Protection policy; and
  - have information about the other circumstances when information will be shared with external agencies, for example, with regard to any special needs the child may have or transition to school.
3. *Seek advice if you are in any doubt, without disclosing the identity of the person where possible.*
    - Managers contact children's social care for advice where they have doubts or are unsure.
  4. *Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.*
    - Guidelines for consent are part of this procedure.
  5. *Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.*

In our setting we:

- record concerns and discuss these with the setting's designated person and/or designated officer from the management committee for child protection matters.
- Record decisions made and the reasons why information will be shared and to whom; and
- follow the procedures for reporting concerns and record keeping.

6. *Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.*

- Our Safeguarding Child and Child Protection Policy and Children's Records Policy set out how and where information should be recorded and what information should be shared with another agency when making a referral.

7. *Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.*

- Where information is shared, the reasons for doing so are recorded in the child's file; where it is decided that information is not to be shared that is recorded too.

### *Consent*

Parents have a right to be informed that their consent to share information will be sought in most cases, as well as the kinds of circumstances when their consent may not be sought, or their refusal to give consent may be overridden. We do this as follows:

- Our policies and procedures set out our responsibility regarding gaining consent to share information and when it may not be sought or overridden.
- We may cover this verbally when the child starts or include this in our prospectus.
- Parents sign our Registration Form at registration to say they understand this.
- Parents are asked to give written consent to share information about any additional needs their child may have, or to pass on child development summaries, to the next provider/school.
- Copies are given to parents of the forms they sign.

We consider the following questions when we need to share:

- Is there legitimate purpose to sharing the information?
- Does the information enable the person to be identified?
- Is the information confidential?
- If the information is confidential, do you have consent to share?
- Is there a statutory duty or court order requiring us to share information?
- If consent is refused, or there are good reasons not to seek consent, is there sufficient public interest for us to share information?
- If the decision is to share, are we sharing the right information, in the right way?
- Have we properly recorded our decision?

All the undertakings above are subject to the paramount commitment of the setting, which is to the safety and well-being of the child. Please also see our Safeguarding Children and Child Protection Policy.

### Legal framework

- Data Protection Act (1998)
- Human Rights Act 1998

### *Further guidance*

- Information Sharing: Guidance for Practitioners and Managers (DCSF 2008)

This policy was adopted at a meeting of \_\_\_\_\_ name of setting

Held on \_\_\_\_\_ (date)

Date to be reviewed \_\_\_\_\_ (date)

Signed on behalf of the management committee \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory (e.g. chair/owner) \_\_\_\_\_