

Springbank Academy



Character Education Values

Courtesy-Forgiveness-Determination-Self-discipline-Gratitude-Honesty

Our whole school vision is:

Springbank Academy is a place where all of our children and staff will have the opportunity to excel. Everyone will be safe, happy and cared for. Our curriculum and values will inspire everyone in the school family to be motivated and curious learners and offer core skills, knowledge and enrichment to enable all to gain the foundations for a quality future and a love for life-long learning.

In all we do we remember our school motto:

Caring-Happy-Healthy-Sporty-Scientific

School Values

Sportsmanship-Tolerance- Appreciation- Respect-Friendship-Integrity-Sensitivity-Helpfulness

Information Sharing Policy



Policy Lead: Dawn Wigley



Link Governor: Sara Dunn

Springbank Academy is committed to equal opportunities for all. It is our aim that every policy is written to have a positive impact on every child/all children irrespective of race; religion; gender; sexual orientation or age.

Springbank = success for all

There is a key that unlocks every child's learning, our job is to find that key.

Every staff member and governor must take the responsibility and accountability to ensure the procedures within this policy are delivered and implemented as per Springbank Academy Policy.

Information Sharing Policy

Child Protection Information sharing is an important aspect of safeguarding children and vulnerable people. Serious Case Reviews often record that a failure to share information has been a key factor. It is important however that information is shared legally.

The duty to share information arises from:

Children Act 1989

Children Act 2004 Section 11 - Duty to arrange to ensure their functions are discharged with regard to the need to safeguard and promote the welfare of children

Data Protection Act 1998 Section 29 - Disclose personal information without consent to detect or prevent crime

Defined category of public interest: The protection of vulnerable members of the community when children are suffering or may be at risk of suffering significant harm, concerns must always be shared with children's social care or the police.

Sharing Information

At Springbank Academy we make it clear to parents and carers that we have a duty to share information with other agencies where there is a safeguarding concern. However, consent will be sought directly from parents on a case-by-case basis. As part of our good practice we will work in partnership with parents and carers. This means that in general school will share information with other agencies with the parents' knowledge and consent.

When school feels that a referral should be made to social care, we will seek the consent of parent and request permission for multi-agency checks, however, the duty to refer overrides this, as the safety of the child is paramount.

Seeking consent is not required, if to do so would place a person at increased risk of harm (usually the child, but also a family member or another person); prejudice the prevention, detection or prosecution of a serious crime; or lead to an unjustifiable delay in making enquiries.

School will record the request for consent and the outcome on the inter- agency referral form. Where the parent refuses consent or is not asked, this will be recorded on the Inter Agency referral form as will the decision to share information without consent.

The Data Protection Act is not a barrier to sharing information. It provides a framework to ensure that personal information about living persons is shared appropriately.

We will:

- 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.
- Seek advice if in any doubt, without disclosing the identity of the person where possible.
- Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. We may still share information without consent if, in our judgement, that lack of consent can be overridden in the public interest, for example, protection of a vulnerable child or adult. This will always be made on judgement on the facts of the case.
- Consider safety and well-being: We will base information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.
- Ensure that all information shared is necessary, proportionate, relevant, accurate, timely and secure and is necessary for the purpose for which we 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.
- Keep a record of our decision and the reasons for it – whether it is to share information or not.

Sharing information with other schools

Child Protection information must be transferred as soon as possible to the pupil's new school, but kept separately from the main pupil file. It is important to transfer this information to prevent harm to a child. Parental consent is not required to transfer this data, since it is held to prevent harm to a child. Where parents object, the fact should be recorded and the reasons to transfer should be noted. Primary schools do not need to keep copies of any records in the pupil record except if there is an ongoing legal action when the pupil leaves the school. Custody of and responsibility for the records passes to the school the pupil transfers to.

Although it is the duty of the previous school to transfer the data within five days to the new school when children are admitted to Springbank Academy, we will contact the previous school to check whether there are child protection records and to transfer them when they exist, where ever possible using CPOMS.

When we need to share information by post the following procedures will be adhered to.

- Confirm the name, department and address of the recipient.

- Seal the information in a double envelope, ensuring the packaging is sufficient to protect the contents during transit.
- Mark the inner envelope 'Private and Confidential – To be opened by Addressee Only'.
- Make sure that there is nothing on the outer envelope that would indicate that it contains personal information.
- Ensure a return address is included on both the outer and inner envelopes in case it has to be returned for some reason.
- When appropriate send the information by recorded delivery or by locally approved courier;
- Ask the recipient to confirm receipt. Enclose a form for them to sign and return.

Where children go missing, the Nottinghamshire Safeguarding Children Board's policy should be followed.

Retention and Disposal of Child Protection Records

(Source: Information and Records Management Society)

We understand that Child Protection records should be retained by the last school or college that the young person attends. The records should be kept until the person has their 26th birthday and then securely disposed of. Any record passed on to another school is signed for and records of the form kept at Springbank Academy.

Refusing parental requests for schools to release pupil information Subject Access Requests

(Source: Information Commissioner's Office)

In academies, there is no equivalent right of access and it is up to the school to make the decision to give access or not. At Springbank Academy we reserve the right to withhold an educational record where the information might cause serious harm to the physical or mental health of the pupil or another individual. The Local Governing Board, CEO and Operations Direction will be involved in all subject access reports.