



## Information Sharing Policy Appendix

### Potential Data Sharing of Individual Records

Document	Potential Data Sharing (recipients) *	Why do you share it?
<b>Children's records</b>		
Accident, incident & medication records (including pre-existing injuries and physical intervention log)	Ofsted, Police, Emergency Services, LSCB, LADO, Premium Credit & legal services	Legal obligation / Child protection / Insurance claim / Legal proceedings
Attendance register	Ofsted, Police, Emergency Services, LSCB, LADO, Premium Credit & legal services	Legal obligation / Child protection / Insurance claim / Legal proceedings
Child record form Permission forms	Ofsted, Police, Emergency Services, LSCB, LADO, Premium Credit & legal services	Legal obligation / Child protection / Insurance claim / Legal proceedings
Child protection information and safeguarding concerns about a child	Ofsted, Police, LSCB, LADO, Premium Credit & legal services	Legal obligation / Child protection / Insurance claim / Legal proceedings
Receipt for transfer of child protection / safeguarding records	Ofsted, Police, LSCB, LADO, Premium Credit & legal services	Legal obligation / Child protection / Insurance claim / Legal proceedings
Learning and development observations and summative assessments including two year old progress check	Ofsted. With parental consent may be shared with other childcare settings the child attends, health visitor, health professionals	Legal obligation / Learning and development and welfare requirements of the child to help them reach potential
Displays	No-one though may be seen by other users of setting	

<b>Personnel Records</b>		
Application forms and interview notes for unsuccessful applicants	Premium Credit and legal services	Insurance claim / Legal proceedings
Personnel files for employees	Ofsted, Premium Credit & legal services	Legal obligation Insurance claim / Legal proceedings
Disciplinary records	Ofsted, Police, LSCB, LADO, Premium Credit & legal services	Legal obligation / Child protection / Insurance claim / Legal proceedings
Unfounded allegations regarding child protection	Ofsted, Police, LSCB, LADO, Premium Credit & legal services	Legal obligation / Child protection / Insurance claim / Legal proceedings
Child protection allegations - founded	Ofsted, Police, LSCB, LADO, Premium Credit & legal services, DBS	Legal obligation / Child protection / Insurance claim / Legal proceedings
DBS Check Information	Ofsted, Police, LSCB, LADO, Premium Credit & legal services	Legal obligation / Child protection / Insurance claim / Legal proceedings
Salary records & expenses, including Income tax and National Insurance returns/records and National Minimum Wage Records	HMRC, DWP, Pension provider, Pension Regulator, Tax Credits	Legal obligation
Working time records	HMRC, DWP	Legal obligation
Statutory Maternity Pay records	HMRC, DWP	Legal obligation
Parental leave records	HMRC, DWP	Legal obligation
Statutory Sick Pay (SSP) records	HMRC, DWP	Legal obligation
Redundancy details, calculations of payments, refunds	HMRC, DWP	Legal obligation
Pensions scheme and member records	HMRC, DWP, Pensions Regulator, Pension Provider	Legal obligation
Records of any reportable death, injury, disease or dangerous occurrence	Ofsted, Police, LSCB, LADO, Premium Credit & legal services, HSE	Legal obligation / Child protection / Insurance claim / Legal proceedings
Displays	No-one though may be seen by other users of setting	

<b>Financial Records</b>		
Childcare contracts	Ofsted, HMRC, DWP, Premium Credit & legal services	Legal obligation / Child protection / Insurance claim / Legal proceedings
Local authority funding form	Ofsted, LA*, Department for Education, Premium Credit & legal services shared via Early Years Funding Portal (SBC)	Legal obligation / To obtain early years education funding / Insurance claim / Legal proceedings
Accounting records e.g. cash books, invoices, receipts	HMRC, DWP, LA	Legal obligation
<b>Administration Records</b>		
Complaints log	Ofsted, Premium Credit & legal services	Legal obligation / Insurance claim / Legal proceedings
Notifications to Childminding Matters	Ofsted, LADO, Police, Premium Credit & legal services	Legal obligation / Child protection / Insurance claim / Legal proceedings
Acknowledgement receipt of Privacy Notice	Ofsted, Premium Credit & legal services, ICO	Legal obligation / Insurance claim / Legal proceedings
Policies and procedures – acknowledgement of receipt	Ofsted, Premium Credit & legal services	Legal obligation / Insurance claim / Legal proceedings
Visitor book	Ofsted, Premium Credit & legal services	Legal obligation / Child protection / Insurance claim / Legal proceedings
Fire Drill Records	Childminding Matters, Ofsted, Premium Credit & legal services	Legal obligation / Child protection / Insurance claim / Legal proceedings
Insurance records, including employer's liability insurance records	Ofsted, Premium Credit & legal services	Legal obligation / Insurance claim / Legal proceedings

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