Brighton & Hove City Council

Families, Children and Wellbeing
Education and Learning
Early Years and Childcare
Hove Town Hall
Norton Road
Hove
BN3 3BQ

Brighton & Hove City Council | www.brighton-hove.gov.uk

2nd November 2026

Dear Parents and Carers,
Information sharing to safeguard children

Ofsted registered early years and childcare settings have a statutory duty to safeguard and promote the welfare of all children. This letter explains what an early years and childcare setting must do if they have a concern about your child.

In most cases the first step will be for the setting to discuss any concerns about a child with parents/carers. However, if there is any reason to think that a child has suffered from or is at risk of suffering significant harm, the setting will ask for advice from the council's Front Door for Families. If the setting makes a referral to the Front Door for Families, this will be discussed with parents/carers unless this could place the child at increased risk of significant harm.

It is possible that information about safeguarding concerns will be shared where the concerns are unfounded. If this does happen parents/carers must appreciate that the designated safeguarding lead in the setting was carrying out their legal responsibilities and acting in the best interests of all children. In all cases the documented information about safeguarding concerns will be held confidentially within the setting.

Information sharing between practitioners and organisations, including schools, for the purposes of safeguarding and promoting the welfare of a child, is essential for keeping children safe. Personal information will be shared appropriately in compliance with the Data Protection Act 2018 and following Department for Education guidance Information sharing advice for safeguarding practitioners - GOV.UK (www.gov.uk).

Early years and childcare settings are regulated by Ofsted and must meet the requirements of the Statutory Framework for the Early Years Foundation Stage and Working Together to Safeguard Children, published by the Department for Education. Ofsted carries out regular inspections.

Early years and childcare settings must also follow the procedures set out by the Brighton & Hove Safeguarding Children Partnership (BHSCP). For further details see the BHSCP website: Home - BHSCP
We have asked providers to bring these matters routinely to the notice of all parents/ carers so that you are fully aware of the procedure they will follow.

Yours sincerely

Deb Austin
Corporate Director, Families Children & Wellbeing