



### **Safeguarding and Welfare Requirement: Information and Records**

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

## **10.0 Information and Records**

### **10.6 Working in Partnership with other Agencies**

#### **Policy statement**

At Little Herons Nursery we work in partnership with local and national agencies to promote the wellbeing of all children. We will never share your data with any organisation to use for their own purposes.

#### **Procedures**

- We work in partnership or in tandem with, local and national agencies to promote the wellbeing of children.
- Procedures are in place for sharing of information about children and families with other agencies. These are set out in our Privacy Notice, Information Sharing policy, Safeguarding Children and Child Protection policy and the Special Educational Needs policy.
- Information shared by other agencies with us is regarded as third party information. This is also kept in confidence and not shared without consent from that agency.
- When working in partnership with staff from other agencies, we make those individuals welcome in the setting and their professional roles are respected.
- We follow the protocols for working with agencies, for example on child protection.



- Staff from other agencies do not have unsupervised access to the child they are visiting in the setting and do not have access to any other child(ren) during their visit.
- Our staff do not casually share information or seek informal advice about any named child/family.
- When necessary we consult with local and national agencies who offer a wealth of advice and information that help us develop understanding of issues facing us and who can provide support and information for parents. For example, ethnic/cultural organisations, drug/alcohol agencies, welfare rights advisors or organisations promoting childcare and education, or adult education.

**Signed:** *H Morley* **Head teacher**

**Signed:** G Slocombe **Chair of Governors**

**Date Approved:** **September 2024**

**To be reviewed in:** **September 2025**