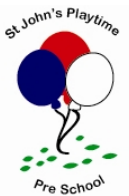


# SAFEGUARDING & WELFARE REQUIREMENT: INFORMATION & RECORDS

## 10.9 Working in Partnership with Other Agencies



### Policy Statement

At St John's Playtime Pre-school we work in partnership with local and national agencies to promote the well-being 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 well-being of children.
- We have procedures in place for the sharing of information about children and families with other agencies. These are set out in our Privacy Notice, Information Sharing Policy (10.8), Safeguarding Children , Young People & Vulnerable Adults Policy (1.2) and the Supporting Children with Special Educational Needs Policy (9.2).
- 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 our setting and respect their professional roles.
- 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 our setting and do not have access to any other child/children 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 to develop our understanding of the 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.

**This policy was adopted at a meeting held by St John's Playtime Pre-school committee on 17<sup>th</sup> June 2009.**

**This policy was reviewed & updated on: March/April 2018**

**This policy will be reviewed again on: March 2019**

**Signed on behalf of the Management committee and provider:**

**Name of Signatory: Christina Jordan**

A handwritten signature in cursive script that reads 'C Jordan'.

**Role of Signatory: Committee Chairperson**