



## **Information and Records**

### **Safeguarding and Welfare Requirement : Working in partnership with other agencies**

North Bushey Pre-school must maintain records and obtain and share information to ensure the safe and efficient management of the pre-school, and to help ensure the needs of all children are met.

## **10.11 Working in partnership with other agencies**

### **Policy statement**

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.
- 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 Supporting Children with 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 pre-school 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

***North Bushey Pre-School - Working in partnership with other agencies policy***

are visiting in the pre-school 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.

This Policy was adopted at a meeting of North Bushey Preschool held on	MAY 2019
Date to be reviewed	MAY 2021 OR SOONER IF CHANGES ARE REQUIRED
Provider	PRE-SCHOOL OWNER