



Wattisham Airfield Childcare Centre

Working with outside agencies

We work in partnership with local and national agencies to promote the well-being of all children.

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 the sharing of information about children and families with other agencies. These are set out in the Information Sharing, Confidentiality and data protection, Safeguarding Children and the Special Educational Needs Procedures.
- 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.
- Any reports are sent to us securely and are stored in the child's individual file. These are either passed on to a new setting with parent permission or shredded.
- 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.

- Our staff do not casually share information or seek informal advice about any named child/family.
- Wherever 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.

Staff attend Local area liaison meetings to keep themselves updated on local information and share ideas and knowledge.

We have a close working relationship with the neighbouring early years setting. We share some training, fundraising events and ideas.

This policy was adopted at a meeting
of

Held on _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the management
committee

Name of signatory

Role of signatory (e.g. chair/owner)

Date _____ **signed** _____

Date _____ **signed** _____

Date _____ **signed** _____

Date _____ **signed** _____