

## Felixstowe Nursery School

### **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.**

### **Working in partnership with other agencies/professionals**

#### **Statement:-**

Our setting works in partnership with local and national agencies to promote the well-being of all children.

#### **Procedures:**

- We work in partnership with local and national agencies to promote the well-being of the children.
- Procedures are in place for sharing of information about children and their families with other agencies and professionals. These are set out in the Information Sharing Policy and Procedures, Safeguarding Children and Child Protection Policy Confidentiality and client access to records policy and procedures, Parental involvement policy and procedures, Valuing diversity and promoting equality policy and procedures and the Special Educational Needs policy and procedure.
- 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 offer our support at all times. We respect their professional role and value their knowledge and assistance.
- We follow the protocols for working with agencies, for example on child protection.
- Staff from other agencies do not have unsupervised access to the specific child they are visiting in the setting and do not have access to any other child(ren) during the visit.
- Our staff do not casually share information or seek informal advice about any named child(ren) or family.
- When required we consult with local and national agencies who offer a wealth of advice and information that assist us in developing an 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 advisor's or organisations promoting childcare and education, or adult education.

**This policy was adopted at a meeting of Felixstowe Nursery School.**

**Held on .....**

**Date to be reviewed.....**

**Signed by Chairperson.....**

**Signed by Manager.....**