

### **Safeguarding and Welfare Requirements: 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.

## **10.8 Working in partnership with other agencies (January 2018)**

### **Policy Statement**

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

### **Procedures**

- Procedures are in place for sharing of information about children and families with other agencies and these are set out in our Information Sharing, Safeguarding Children and Child Protection and Supporting Children with Special Educational Needs Policies.
- Information shared by other agencies with us is regarded as third party information therefore this is 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 individual access to any other child or children during their visit.
- Our staff do not casually share information or seek informal advice about any named child or 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.