



Playhouse Pre-school

Working in Partnership With Other Professionals Policy

Statement of intent

At Playhouse Pre-School, we recognise the importance of working in partnership with parents and carers, other early years providers, schools, health professionals, children's social care, SEND professionals and other appropriate agencies.

Effective partnership working helps us to promote the safety, health, wellbeing, learning, development and inclusion of every child.

We recognise that children and families may need support from a range of professionals at different times. We will work cooperatively with other agencies while respecting professional roles, maintaining confidentiality and ensuring that information is shared appropriately.

The safety and wellbeing of children remains our priority in all partnership working.

Working with other professionals and agencies

We work in partnership with local and national agencies where this supports the needs of children and families.

This may include:

- health visitors and other health professionals;
- speech and language therapists;
- SEND professionals and local authority services;
- children's social care;
- family support services;
- other early years providers;
- primary schools and other educational settings;
- specialist support services; and
- other appropriate professionals or agencies.

We will:

- welcome professionals visiting the setting and respect their professional roles;
- provide appropriate information to support professionals in understanding a child's needs;
- contribute to meetings and assessments where appropriate;
- share relevant information lawfully and appropriately;
- work cooperatively with professionals supporting a child or family;
- follow agreed plans and professional advice where this is appropriate and within our role;
- ensure that staff understand their responsibilities when working with external professionals; and
- maintain appropriate records of significant professional involvement and decisions.

Visiting professionals

Professionals visiting Playhouse Pre-School must follow the setting's visitor and safeguarding procedures.

Visiting professionals will normally be accompanied or supervised by a member of Playhouse staff unless an alternative arrangement has been agreed and is appropriate.

Professionals visiting one child must not have unsupervised access to other children or confidential information relating to other children or families.

All visitors must respect the confidentiality of children, families and staff and must follow Playhouse safeguarding procedures.

Where a professional requires access to information, records or observations about a child, this will be managed in accordance with our Confidentiality Policy, Data Protection requirements and, where relevant, our Safeguarding Children and Child Protection Policy.

Working with parents and carers

We recognise parents and carers as important partners in supporting children's health, wellbeing, learning and development.

Where appropriate, we will:

- keep parents and carers informed about professional involvement;
- listen to their views and concerns;
- involve them in decisions affecting their child;
- explain why information may need to be shared;
- seek consent where appropriate;
- be open about information sharing unless doing so would be unsafe, inappropriate or would place a child or another person at risk; and
- support parents and carers to access appropriate services and advice.

Where information needs to be shared without consent because of safeguarding concerns or another lawful reason, staff will follow the relevant procedures in the Safeguarding Children and Child Protection Policy and Confidentiality Policy.

Information sharing

Playhouse Pre-School recognises that appropriate information sharing is essential to effective partnership working and safeguarding.

Information will be shared only where there is a lawful basis and a legitimate professional need to do so.

When sharing information, we will consider whether it is:

- necessary;
- relevant;
- proportionate;

- accurate and up to date;
- shared with the appropriate person or agency;
- shared securely; and
- recorded appropriately.

Staff will not share information informally or unnecessarily.

Where staff are unsure whether information should be shared, they should speak to the Manager, Designated Safeguarding Lead or another appropriate senior member of staff and seek professional advice where necessary.

Where information sharing relates to a safeguarding concern, staff must follow the Playhouse Safeguarding Children and Child Protection Policy.

Information relating to data protection, confidentiality, access to records and secure handling of information is covered in the Playhouse Confidentiality Policy.

Confidentiality and third-party information

Information received from another professional or agency will be treated confidentially and handled appropriately.

Information will only be shared where there is a lawful basis and a legitimate professional need to do so. This may include circumstances where sharing information is necessary to safeguard a child or prevent harm.

Staff must not discuss information about children or families with people who do not have a legitimate need to know.

Information about one child or family must not be disclosed to another family.

Safeguarding

Safeguarding is a shared responsibility.

Where another professional or agency is involved with a child because of welfare or safeguarding concerns, Playhouse will cooperate appropriately with that professional or agency.

We will provide relevant information, contribute to meetings and assessments where appropriate, and follow agreed safeguarding plans within our role.

Where Playhouse staff have concerns about a child's safety or welfare, these must be reported in accordance with the Safeguarding Children and Child Protection Policy.

The Designated Safeguarding Lead will coordinate safeguarding information sharing where appropriate and will liaise with relevant agencies.

Supporting children with SEND or additional needs

Where a child has special educational needs and/or disabilities or other additional needs, we will work in partnership with parents, carers and relevant professionals to identify and respond to the child's needs.

This may include working with:

- the local authority SEND team;
- health visitors;
- speech and language therapists;
- educational psychologists;
- occupational therapists;
- physiotherapists;
- paediatric services;
- specialist teachers; and
- other professionals involved with the child.

Information will be shared appropriately to support the child's development, wellbeing, inclusion and access to learning.

Further information is contained within the Playhouse Equality, Diversity and Inclusion Policy.

Transition

At Playhouse Pre-School, we recognise that transition is a process rather than a single event.

We aim to make transitions positive, gradual and supportive for children and families.

This includes:

- starting at Playhouse;
- moving between rooms;
- moving between early years settings;
- transitioning to school; and
- transitions associated with changes in a child's circumstances or support.

We will work with parents and carers and, where appropriate, other professionals and receiving settings to support continuity of care, learning and development.

We will share relevant information with a receiving setting or school where there is a lawful basis for doing so.

Where appropriate, we will:

- share information about the child's development and learning;
- provide relevant information about the child's interests, strengths and needs;
- share information about SEND or additional needs;
- provide relevant health or care information;
- share safeguarding information where appropriate;
- discuss strategies that support the child;
- contribute to transition meetings where appropriate;

- encourage visits and opportunities for children to become familiar with their new setting; and
- support parents and carers with information about the transition.

Particular consideration will be given to children who may need additional support during transition, including children with SEND or safeguarding needs.

Transition to school

We will work with schools and families to support children moving into Reception.

Where appropriate, we will:

- communicate with the receiving school;
- share relevant information about the child's development and learning;
- provide information about additional needs and strategies that support the child;
- contribute to transition meetings;
- support visits to the receiving school where possible; and
- work with parents and carers to make the transition as positive and consistent as possible.

Where the child is moving to the school on the same site as Playhouse, we will work with the school to support appropriate opportunities for the child to become familiar with the environment and relevant staff.

Transfer of records

When a child moves to another early years setting or school, relevant records and information will be transferred in accordance with legal requirements and Playhouse procedures.

Information shared may include:

- relevant personal and contact information;
- information about the child's development and learning;
- relevant health and care information;
- information about SEND or additional needs;
- strategies and support that have been effective;
- relevant professional involvement; and
- safeguarding or welfare information where appropriate.

Information relating to safeguarding concerns will be shared securely with the receiving setting or school in accordance with safeguarding procedures.

Only information that is relevant and necessary will be shared.

Records will be transferred securely and confidentially.

Working with children's social care and safeguarding agencies

Where children's social care, the police or another safeguarding agency is involved with a child, Playhouse will cooperate fully with appropriate requests for information and professional involvement.

Staff will follow the procedures in the Safeguarding Children and Child Protection Policy when responding to safeguarding concerns, referrals or requests for information.

The Designated Safeguarding Lead will normally coordinate safeguarding information sharing, although any staff member may share information or make a referral where immediate action is necessary to protect a child.

Professional meetings

Where appropriate, Playhouse staff will attend meetings concerning children in our care.

This may include:

- safeguarding meetings;
- child protection meetings;
- SEND meetings;
- multi-agency meetings;
- transition meetings; and
- meetings with health or other specialist professionals.

Information discussed at professional meetings will be treated confidentially and recorded appropriately.

Where decisions or actions are agreed, these will be communicated to relevant Playhouse staff on a need-to-know basis.

Professional boundaries

Staff must maintain appropriate professional boundaries when working with other professionals and agencies.

Staff must:

- communicate professionally;
- maintain confidentiality;
- avoid discussing children or families in inappropriate settings;
- follow Playhouse safeguarding procedures;
- report concerns about professional conduct to the Manager or Designated Safeguarding Lead; and
- avoid giving informal professional advice outside their role or level of competence.

Recording

Significant information shared with or received from another professional or agency will be recorded appropriately.

Records should include, where relevant:

- the date;
- who provided or received the information;
- the purpose of the information sharing;
- the information shared;
- the reason for sharing;
- any decisions made;
- any agreed actions; and
- who is responsible for those actions.

Records will be stored securely and managed in accordance with the Playhouse Confidentiality Policy.

Legal and statutory guidance

- Early Years Foundation Stage (EYFS) Statutory Framework for Group and School-Based Providers – September 2026
- Working Together to Safeguard Children 2026
- Information Sharing to Safeguard Children and Young People – Department for Education, updated September 2026
- SEND Code of Practice: 0 to 25 years
- Children Act 1989
- Children Act 2004
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Equality Act 2010

This policy was agreed by the staff of Playhouse Pre-school Broadwater.

Adopted on 12th May 2016 and will be reviewed annually.

Reviewed on 25th September 2026 by Z. Munford