



**Playhouse Pre-school
Broadwater**

Working in Partnership with Other Agencies Policy

Working in Partnership With Other Professionals Policy

Statement of intent

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 sharing of information about children and families with other agencies.
- 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 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 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.

Information Sharing

'Practitioners need to understand their organisation's position and commitment to information sharing. They need to have confidence in the continued support of their organisation where they have used their professional judgement and shared information professionally'.

Policy Statement

We recognise that parents have a right to know that the information they share with us will be regarded as confidential, as well as to be informed about the circumstances when, and the reasons why, we are obliged to share information.

We are obliged to share confidential information without authorisation from the person who provided it, or to whom it related, if it is in the public interest. That is when:

- It is to prevent a crime from being committed or to intervene where one may have been, or to prevent harm to a child or adult; or
- Not sharing it could be worse than the outcome of having shared it

The decision should never be made as an individual, but with the back-up of the management team. The three critical criteria are:

1. Where there is evidence that the child is suffering, or is at risk of suffering, significant harm
2. Where there is reasonable cause to believe that a child may be suffering, or is at risk of suffering significant harm
3. To prevent significant harm arising to children and young people or adults, including the prevention, detection and prosecution of serious crime.

Procedures

Our procedure is based on the seven golden rules for information sharing as set out in Information Sharing: Guidance for Practitioners and Managers (DCSF 2008).

1. Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately
 - Our policy and procedures on Information Sharing provide guidance to appropriate sharing of information with external agencies.
2. Be open and honest with the person (and / or their family where appropriate) from the outset about why, what, how and with whom information will, or could, be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.

In our setting we ensure parents:

- Receive information about our Information Sharing Policy when starting their child in the preschool.
 - Have information about our Safeguarding Children and Child Protection Policy; and
 - Have information about the other circumstances when information will be shared with external agencies, for example, with regard to any special needs the child may have or transition to school.
3. Seek advice if you are in any doubt without disclosing the identity of the person where possible
 - Managers contact children's social care for advice where they have doubts or are unsure
 4. Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent, if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.
 - Guidelines for consent are part of this procedure

5. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.
In our setting we:
 - Record concerns and discuss these with the setting's designated person and / or designated officer from the management team for child protection matters;
 - Record decisions made and the reasons why information will be shared and to whom; and
 - Follow the procedures for reporting concerns and record keeping
6. Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely.
 - Our Safeguarding Children and Child Protection Policy and Children's Records Policy set out how and where information should be recorded and what information should be shared with other agency when making a referral.
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.
 - Where information is shared, the reasons for doing so are recorded in the child's file; where it is decided that information is not to be shared that is recorded too.

Consent

Parents have a right to be informed that their consent to share information will be sought in most cases, as well as the kinds of circumstances when their consent may not be sought, or their refusal to give consent may be overridden. We do this as follows:

- Our policies and procedures set out our responsibility regarding gaining consent to share information and when it may not be sought or overridden
- We may cover this verbally when the child starts or include this in our prospectus
- Parents sign our Registration Form at registration to say they understand this
 - Parents are asked to give written consent to share information about any additional needs their child may have, or to pass on child development summaries to the next provider / school
- We consider the following questions when we need to share: - Is there legitimate purpose to sharing the information?
 - Does the information enable the person to be identified?
 - Is the information confidential?
 - If the information is confidential, do we have consent to share?
 - Is there a statutory duty or court order requiring us to share the information?
 - If consent is refused, or there are good reasons not to seek consent, is there sufficient public interest for us to share information?

- If the decision is to share, are we sharing the right information in the right way?
- Have we properly recorded our decision?

All the undertakings above are subject to the paramount commitment of the setting, which is to the safety and well-being of the child. Please also see out Safeguarding Children and Child Protection policy.

Transition to Another Setting

At Playhouse Pre-school we view transition as “a process not an event” with this in mind our aim is to help children and families gain the knowledge and skills to make change a positive experience.

- With the support of schools, we will do our best to provide parents with relevant information regarding information regarding selection of schools and the transfer process.
- We will continue to offer an ‘open door’ policy allowing visitors from the community including primary school teachers to enable all children to familiarise themselves with other adults.
- We will endeavour to offer support and advice to parents/carers relating to the transition into school.
- We will collate information from the child, the family and other professionals to ensure that all relevant information is handed to feeder schools to ensure continuity and progression for the child, with signed consent from parent/guardian.
- We will continue to share our beliefs and strategies for best practice regarding transition with all relevant persons.
- Staff will attend transition meetings to ensure a smooth transition from preschool into school.
- Children transitioning to schools on site will be taken to visit relevant school at least once.

Transfer of records to new setting

The procedure guides this process and determines what information we can and cannot share with a receiving school or setting.

Confidential records are shared where there have been child protection concerns according to the process required by our Local Safeguarding Children Board.

Procedures

Transfer of development records for a child moving to another early years setting or school

- The key worker will complete a moving on transitions form.
- This document refers to any additional language spoken by the child.
- The document also refers to any additional needs that have been identified or addressed by the setting.

- The document also refers to any special needs or disability and whether a CAF was raised in respect of special needs or disability, whether there is an Education Health and Care Plan and gives the name of the lead professional.
- The record contains a summary by the key person.
- This document also provides an assessment summary.
- The document may be accompanied by other evidence such as learning journal and any other relevant information.
- If there have been any welfare or protection concerns these will be shared by the designated person.

Transfer of confidential information

- The receiving school or setting will need to have a record of concerns that were raised in the setting and what was done about them.
- A summary of the concerns will be made to send to the receiving setting or school along with the date of the last professional meeting or case conference. Some Local Safeguarding Children Boards will stipulate the forms to be used and provide these.
- Where a CAF has been raised in respect of any welfare concerns the name and contact details of the lead professional will be passed on to the receiving setting or school.
- Where there has been a s17 investigation regarding a child protection concern the name and contact details of the child's social worker will be passed on to the receiving setting or school – regardless of the outcome of the investigation.
- This information is posted or taken to the school or setting, addressed to the setting or school's designated person for child protection and marked confidential.

Legal Framework

- Data Protection Act (1998)
- Human Rights Act (1998)

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

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

Reviewed on 11th November 2025 by Z. Munford