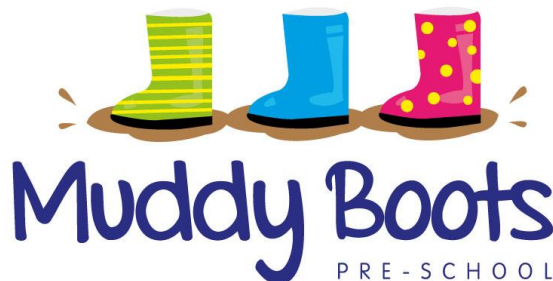


Muddy Boots Pre-School CIO

Information and Records – Working in partnership with other agencies



Review Date:	SEE COMMITTEE POLICY REVIEW SCHEDULE
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Information and Records

Working in partnership with other agencies

Policy statement

Muddy Boots Pre-school 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. These are set out in the following policies;

Information Sharing,
Safeguarding Children and
Promoting inclusion, equality and valuing diversity

- 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/children 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.