

WORKING IN PARTNERSHIP WITH OTHER AGENCIES AND TRANSFERRING RECORDS TO SCHOOLS POLICY AND PROCEDURES FOR WHIZZ KIDS PRE-SCHOOL

Please also see

- General Data Protection Regulations Policy
- Information Sharing
- Safeguarding Children Policy
- Supporting Children with Special Educational Needs
- Whistleblowing Policy

Working in partnership with other agencies

- 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 Information Sharing, GDPR, Safeguarding Children and the Special Educational Needs policy and procedures.
- 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 our pre-school 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 our pre-school 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 names 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.

Transfer of records to schools

We prepare children for transitions to primary school and involve parents and the school in this process. We prepare records about a child's development and learning in the EYFS in our pre-school and, in order to enable smooth transitions, we share appropriate information with the school at transfer. The school is invited into our setting to observe the child and have a discussion with the keyperson with regards to friendships groups and the transition. If the child is moving to another early years setting, we prepare appropriate paperwork for the parent to hand over.

- Using the EYFS assessment of development and learning ensure the key person prepares a summary of achievements in the seven areas of learning.
- This record refers to any additional language spoken by the child and his or her progress in both languages.
- The record also refers to any additional needs that have been identified or addressed by our pre-school.
- The record also refers to any special needs or disability information, whether there is a Statement of Special Educational Needs and gives the name of the lead professional.
- The record contains a summary by the keyperson.
- The document may be accompanied by other evidence such as photos or drawings that the child has made.

Transfer of confidential information

Confidential records are shared where there have been child protection concerns according to the process required by our Local Safeguarding Children Board. The procedure guides this process and determines what information we can and cannot share with a receiving school or setting.

- 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 there has been an 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

- General Data Protection Regulations 2018
- Freedom of Information Act 2000
- Human Rights Act 1998
- Children Act 2004

Further guidance

- What to do if you are Worried a Child is Being Abused (HMG 2006)
- Information Sharing March 2015

This policy and its procedures was adopted at a meeting between Mrs Terina Wilkinson, Room 1 Manager, and Mrs Sara Ward, Room 2 Manager on 26th November 2019 and will be reviewed annually or sooner if necessary.

Signed by

Mrs Terina Wilkinson
Room 1 Manager

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And

Mrs Sara Ward
Room 2 Manager

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