

# Parkside Playgroup

## Working in Partnership with Other Agencies Policy Statement

We work in partnership with local and national agencies to promote the well-being of all children. We will never share your data with any organisation to use for their own purposes.

### Procedures

- We work in partnership, or in tandem, with local and national agencies to promote the well-being of children.
- We have procedures in place for the sharing of information about children and families with other agencies. These are set out in our Privacy Notice and Information Sharing Policy, Safeguarding Children and Child Protection Policy and the Supporting Children with Special Educational Needs Policy.
- 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 setting and respect their professional roles.
- We follow the protocols for working with agencies, for example on child protection.
- We ensure that 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 and signpost to local and national agencies who offer a wealth of advice and information that help us to develop our understanding of the 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.

Agency staff and external private professionals (e.g. private speech and language therapist) do not have unsupervised access to any child(ren) during their time at the setting.

There are also additional procedures for external private professionals visiting children in the setting:

- The professional will not work in isolation with the named child and should be visible to others
- It is recommended that an employed member of the setting will be present working alongside the professional
- External professionals will be required to produce ID, up to date DBS details and professional status and this information will be kept on file during the time that they are working within the setting
- Agreement needs to be drawn up detailing where sessions will take place and the number and duration of session(s)
- Consent from parents will need to be obtained
- Information sharing procedures need to be agreed between setting, parents and external private professional(s)

- Setting will be required to adhere to confidentiality procedures

This policy was adopted at a meeting of	Parkside Playgroup
Held on	Sept 2021
Date to be reviewed	Sept 2022
Signed on behalf of the provider	
Name of signatory	Brenda Henrick
Role of signatory	Chairperson