**Tring Stepping Stones**

**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 and provide integrated services to address the needs of children.

 Procedures are in place for sharing of information about children and families with other agencies. These are set out in the Privacy Notice, Information Sharing policy Safeguarding Children and child protection procedures and the Special Educational Needs 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 the setting and their professional roles are respected.

 Pre-school follows the protocols for working with agencies, for example on child protection and risk assessment.

 We ensure that staff from other agencies do not have unsupervised access to the child they are visiting in pre-school and do not have access to any other child(ren) during their visit.

 Pre-school 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 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.

Schools

* We work in partnership with schools to assist children's transition and to share information as per the Transferring records (to schools) policy.
* Leaders actively seek to forge partnerships with local schools with the aim of assisting transitions, sharing best practice and creating a consistent approach.

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| This policy was adopted at a meeting of | Tring stepping stones Pre school  |
| Held on |   |
| Date to be reviewed |  July 2024  |
| Signed on behalf of the management committee |  |
| Name of signatory |  |
| Role of signatory (e.g. chair/owner) |  |

|  |  |  |
| --- | --- | --- |
| **Staff Name** | **Please sign when you have read and understood the policy** | **Date**  |
| **Nicola Poulton** |  |  |
| **Lucy Brittain** |  |  |
| **Nicola Reynolds** |  |  |
| **Kim Smith** |  |  |
| **Jo Davis** |  |  |
|  |  |  |
|  |  |  |

September 2014

Header added at top of page

Took out Equal Opportunities and 4.7

September 2015

No changes

October 2016- No Changes

October 2017- no changes

October 2018- added privacy notice and that we wont share our data with other organisations.

July 2020- no changes

May 2022- no changes

July 2023 – added section regarding working with schools.