

## **General Safeguarding and Welfare Requirement: Information and records**

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met

### **St Matthew's Pre-School**

## **7.8 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 have signed up to the Surrey Multi-Agency Information Sharing Protocol (MAISP)

We work in close partnership with our local children's centre.

### **Procedures**

- Procedures are in place for sharing of information about children and families with other agencies. These are set out in the Information Sharing Policy, Safeguarding Children procedures and the Special Educational Needs procedures. Staff are made aware of policies for information sharing, including the 10 golden rules in Safeguarding training.
- Information shared by other agencies with us is regarded as third party information. This is also kept in confidence and not generally shared without verbal consent from that agency, we will not share child protection information with early years advisors for example unless we feel that a child is at risk. Information may be shared without consent on a need to know and relevance basis,
- 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. they do not have access to sensitive information.
- 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 REMA, welfare rights advisors or organisations promoting childcare.

This policy was adopted at a meeting of

St Matthew's Pre-School

Held on

\_\_\_\_\_ (date)

Date to be reviewed

\_\_\_\_\_ (date)

Signed on behalf of the management committee

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Name of signatory

\_\_\_\_\_

Role of signatory