



Working in Partnership with other Professionals Policy

Date: April 2023

Review Date: April 2024 (or when required)

Statement:

We at Pippins Preschool work in partnership with local and national agencies and other professionals to promote the well-being of all children. Please read in conjunction with the Confidentiality Policy, Safeguarding Policy and the GDPR.

Aim:

- To seek advice and work in partnership with other professionals ensuring we remain professional and confidential at all times
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Procedure:

- Information shared by other agencies with us is regarded as third party information. This is 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 their professional roles are respected;
- When staff are attending meetings or training with other professionals, they demonstrate high standards of professional conduct at all time;
- Staff from other agencies do not have unsupervised access to the child they are visiting in the setting;
- Our staff do not casually share information or seek informal advice about any child or family unless permission has been sought or in the event of a Safeguarding Concern.
- At the Local Inclusion Forum Team meetings concerns relating to children's educational needs may be discussed in confidence so that professional advice may be sought however children's name's shall not be given unless we have written consent from parents;
- We follow the protocols when working with agencies, for example on Safeguarding and Special Educational Needs;
- When necessary, we consult with local and national agencies who offer a wealth of advice and information that helps us develop understanding of issues facing us and who can provide the support and information for families. For example, drug and alcohol agencies, welfare right advisors, family service advisors or special educational needs advisors;

- In the event of an outside agency becoming involved in the child's development, then the sharing of information will be discussed and agreed with the parent / carer first. Parents sign a form;
- We work in collaboration with other preschools and are in a collaboration group with preschools in the local area. We share advice, organise training together and support each other but we do not discuss children and their families.