

## **Working in Partnership with other Agencies Policy**

Kingfisher Preschool exists to serve its local community delivering quality early education to all children and families. We recognise that to do that we need to work with a wealth of other agencies to ensure the optimum outcomes for the children attending the preschool.

### **Procedures**

- When considering contacting other agencies, we will nearly always seek permission from the parents and carers to do so. There may be some child protection situations where this is not in the best interest of the child, and therefore we may not initially seek parental consent. (See Child Protection Policy for more information)
- We work in partnership, or in tandem with, local and national agencies to promote the well-being of children.
- Procedures are in place for the sharing of information about children and families with other agencies. These are set out in the Information Sharing 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 the setting and their professional roles are respected.
- Other professionals attending the setting with read, and adhere to the Visitors Policy.
- 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 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 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.

**Date:** 6<sup>th</sup> October 2016

**Signed:**  
Kingfisher Manager

**Review Date:** October 2017

**Staff Signatures:**

**I confirm that I have fully read and understand this policy. I will adhere to and follow the directives laid out in this policy.**

PRINTED NAME	POSITION	SETTING	SIGNAUTRE	DATE