

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.



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 actively promote partnership with parents and recognise the importance of working with other agencies. This includes signposting parents to external support as appropriate.

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 Information Sharing and Confidentiality 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 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.

Partnership and Signposting to Other Agencies

We are committed to ensuring effective partnership with other agencies including:

- local authority early years services about the EYFS, training and staff development
- local programmes regarding delivering children's centres or the childcare and early education element of children's centres
- social welfare departments regarding children in need and children who need safeguarding or for whom a child protection plan is in place
- child development networks and health professionals to support children with disabilities and special needs
- local community organisations and other childcare and early education providers
- Ofsted and setting contact details are made available to other agencies who have a complaint that cannot be resolved with the Setting Manager in the first instance, or where a parent is concerned that the EYFS welfare standards are not being maintained.

We believe that families are central in all services we provide for young children. They are involved in all aspects of their child's care, their views are actively sought, and they are actively involved in the running of the setting in various ways. We work in partnership with local and national agencies to promote the well-being of all children.

Schools and other settings

We work in partnership with schools to assist children's transition using a Transition Document and Ready For Learning questionnaire to inform schools of a child's developmental strengths and needs. This is completed by the child's Key Person, and shared with the parents prior to being shared with the school. Where necessary, we coordinate with schools to support visits both from our setting to the school, and with the school coming into the setting.

We seek to forge partnership with local schools with the aim of sharing best practice and creating a consistent approach.

Where a child has dual registration with our setting and another setting, we actively seek to make contact and coordinate our care of the child.

When a child moves to our setting, we will often contact them for further details regarding the child's developmental milestones, and any other support that we may need to offer. When a child leaves our setting to attend a new setting, we complete a Transition Document for parents to pass on.

Legal framework

Childcare Act 2006

Education Act 2011

Linked Policies

Information Sharing and Confidentiality Policy

Parental Involvement Policy

Safeguarding Children and Child Protection Policy

Supporting Children with Special Educational Needs Policy

This Policy was adopted by:		Cotswold Bunnies Nurseries Ltd	
On:	07/05/2026	Date to be reviewed:	07/05/2027
Signed on behalf of the Provider:			
Name of Signatory:	Pippa Collins		
Role of Signatory (e.g, Chair, Director or Manager)	Manager		