



# Working in Partnership with Other Agencies Policy

Windmill Under 5s, Lacey Green and Loosely Row Sports Club, Main Road,  
Lacey Green, Princes Risborough HP27 0PL  
Registered charity no: 1026976

## Version Control

Version	Date	Author	Comments
1.1	22.02.2018	RM / LC	• Checked against PLA template for updates (none required)
1.2	17.05.2018	RM / NH / LC	• Updated in line with PLA template update for GDPR (May 18)
1.3	17.05.2019	LC / RM	• Full annual policy review
1.4	17.05.2020	TW / RM	• Full annual policy review

## Reviews and Approvals

<b>Policy adopted :</b>	11 November 2015 by Windmill Under 5s Management Committee	
<b>It was last updated:</b>	17 May 2020	
<b>It will be reviewed:</b>	Summer Term (May) 2021	
<b>Signed &amp; dated:</b>	Natasha Kann	Natasha Kann – Chairperson on behalf of the Management Committee

## **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 the children are met.

## **Information and Records**

### **38. Working in Partnership with Other Agencies**

#### **Policy Statement**

We work in partnership with local and national agencies to promote the wellbeing 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 wellbeing of children.
- Procedures are in place for sharing information about children and families with other agencies. These are set out in our Privacy Notice, Information Sharing Policy, Safeguarding Children and Child Protection Policy and the Supporting Children with Special Educational Needs and Disabilities 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 at Windmills 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 at Windmills 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 helps us 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.