



Whole School Policy for Working in Partnership with Other Agencies (including EYFS)

Please also refer to '**Whole School Policy for Confidentiality, Record Keeping, Parental Access to Records and Sharing of Information**', '**Whole School Safeguarding and Child Protection Policy**', '**Privacy Notice for Parents and Pupils**' and '**Whole School Privacy Policy**'

Policy Statement:

Cranford House School and Nursery work in partnership with local and national agencies to promote the well-being of all children.

This policy has regard to the '*Statutory Framework for the Early Years Foundation Stage*' *Safeguarding and Welfare Requirement: Information and Records (3.68 'Providers must maintain records and obtain and share information (...) to ensure the safe and efficient management of the setting, and to help to ensure the needs of all children are met')* and is compliant with the General Data Protection Regulation 2018.

This document is available to all staff in the Policies folder on the internal R: Drive. It is also available to parents and interested parties on the School website. This policy is reviewed annually, and when events or legislation requires, by the Headmaster, Head of EYFS and Governors. The next review date is May 2021.

Key Personnel:

The Headmaster or the Head of EYFS should be contacted should you have any questions or concerns regarding this document.

EYFS Key Themes and Commitments:

This policy corresponds with the following '*EYFS Key Themes and Commitments*':

- A Unique Child (1.3 Keeping Safe, 1.4 Health and Well-being)
- Positive Relationships (2.1 Respecting each other)
- Enabling Environments (3.4 The Wider Context)

Procedures:

- Staff work in partnership, or in tandem with, local and national agencies to promote the well-being of children;
- Procedures are in place for sharing of information about children and families with other agencies, should the need arise. These are set out in our **‘Whole School Policy for Confidentiality, Record Keeping, Parental Access to Records and Sharing of Information (Including EYFS)’** and **‘Whole School Safeguarding and Child Protection Policy’**;
- Any information shared by other agencies with us is regarded as third party information and is used in compliance with the General Data Protection Regulation (2018). This is also kept in confidence by a small number of staff on a ‘need to know’ basis and not shared without the consent of that agency;
- When working in partnership with staff from other agencies, we respect their professional roles and ensure that they are welcome at the setting. We follow the protocols for working with agencies, for example on child protection;
- Staff from other agencies will not have unsupervised access to the child they are visiting at the setting, unless the School has conducted our own DBS check on the member of staff. The individual will not have access to any other child/ren during their visit, unless in exceptional circumstances. The School will work in partnership with other agencies to review each case on its own merits within its own context;
- Staff are aware of their responsibilities for maintaining confidentiality under the General Data Protection Regulation (2018) and therefore do not share information internally or externally (unless for safeguarding reasons with the Designated Safeguarding Lead);
- Where necessary, we will consult with local and national agencies who offer a wealth of advice and information which helps us to develop our understanding of any issues we might face and who are able to offer support and information for parents. Possible examples of this might include: ethnic/cultural organisations, drug/alcohol agencies, welfare advisers or organisations which promote childcare and education;
- All the undertakings above are subject to the overriding commitment of the School to the safety and well-being of the children in our care.

Reviewed: May 2019: Headmaster, Head of EYFS and Governors

Reviewed: May 2020: Headmaster, Head of EYFS and Governors

Review Due: May 2021 by Headmaster, Head of EYFS and Governors