



Organisation and administration

4.5 Working in partnership with other agencies: policy and procedures

Policy

We work in partnership with local and national agencies to promote the well-being of our children.

Procedures

- When necessary we consult with local and national agencies who can offer advice that helps us and our parents develop understanding of the issues facing us. For example, ethnic/cultural organisations, welfare rights advisors, organisations promoting childcare and education, or adult education.
- Information shared with us by another agency is kept in confidence and is not shared with third parties without consent from the agency.
- When staff from another agency work in the setting we make them welcome and respect their professional role.
- Staff from other agencies do not have unsupervised access to the child they are visiting and do not have access to any other children during their visit.
- Our staff do not casually share information with staff from other agencies: nor do they seek informal advice about any named child/family.
- For more information about the nursery's procedures on sharing information about children and their families with other agencies please see our policies on:
 - Information Sharing
 - Safeguarding Children and Child Protection
 - Supporting Children with SEN and Disabilities.
- **This policy was updated and reviewed in:**
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Reviewed date	Name	Signature
September 2015	Stuart Watt	
May 2016	Stuart Watt	



August 2016	Stuart Watt	
September 2016	Stuart Watt	
April 2017	Stuart Watt	
April 2018	Lindy Baldwin	
August 2018	Lindy Baldwin	
April 2019	Lindy Baldwin	
May 2019	Stuart Watt	
January 2020	Stuart Watt	
January 2021	Stuart Watt	
January 2022	Stuart Watt	
March 2023	Stuart Watt	