

General Welfare Requirement: Organisation

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

Partnership

4.7 Working in partnership with other agencies

Policy Statement for St Joseph's Pre-school

The Early Years Foundation Stage statutory framework stipulates that “*The Lead Practitioner is responsible for liaison with local statutory children’s services agencies, and with the Local Safeguarding Partners (LSP)*”. As such, we ensure that we work in partnership or in tandem with local and national agencies to promote the well-being of all children.

Procedures

- Procedures are in place for sharing of information about children and families with other agencies. These are set out in the following policies
 - 1.2 Safeguarding Children and Child Protection procedures; and
 - 1.5 Information Sharing;
 - 1.14 Supporting Children with Special Educational Needs Procedures;
 - 5.4 Data Protection.
- We will seek the consent of parents and/or carers to share information directly with other relevant professionals. However, we do not seek consent where we believe that a child, or sometimes a vulnerable adult, may be endangered by seeking to gain consent
- 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.
- 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 develop understanding of 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.
- We adhere to General Data Protection Regulations 2018 and the Data Protection Act 2018 where applicable and are shown on the data register of the Information Commissioner’s Office. Our registered number is ZB019647.
- As an early years provider we are registered with Ofsted. Our unique reference number is EY299203.

Further Guidance

- [Early Years Foundation Stage](#) statutory framework (DfE – latest version)

Associated Policies and Procedures

- 1.2 Safeguarding Children and Child Protection
- 1.5 Information Sharing
- 1.14 Supporting Children with Special Educational Needs
- 5.4 Data Protection

Version Number	Author	Purpose of Change	Date
1.0	K Coupe	Reviewed and page numbered	Sept 2014
2.0	Committee	Reviewed and updated	Oct 2016
3.0	K Coupe	Reviewed, updated and version controlled	16 January 2020 Committee Meeting
4.0	K Coupe	Reviewed and updated as follows: <ul style="list-style-type: none"> • reference to the GDPR and DPA • confirmation that the setting is registered with Ofsted • inclusion of “Associated Policies and Procedures” as per EY Safeguarding Audit 2023 s175/157 	18 October 2023 Committee Member (S Webb)
5.0	K Coupe	Reviewed and updated to include reference to the EYFS and 5.4 Data Protection policy	12 April 2025 Committee Member (S Long)