

Howe Dell Day Care

Working in Partnership with External Agencies

Policy adopted in January 2017, to be reviewed May 2026

Aim

We are committed to working in partnership with both local and national agencies to promote the safety, development, and overall well-being of all children in our care.

Procedure

We have clear procedures in place for the sharing of information regarding children and families with other agencies. These procedures are outlined in our policies, including:

- ✚ *Child Protection Policy*
- ✚ *Working Together to Safeguard Children (2023)*
- ✚ *Keeping Children Safe in Education (2024)*
- ✚ *Supporting Children with Special Educational Needs Policy*
- ✚ *Information Sharing (2024)*

Any information shared with us by external agencies is treated as third-party information. This information is held in strict confidence and will not be disclosed without the explicit consent of the originating agency.

When working collaboratively with professionals from other organisations, we ensure that they are made to feel welcome within our setting and that their professional roles are respected. We strictly adhere to established protocols and procedures for inter-agency collaboration, particularly in matters relating to child protection.

To maintain safeguarding standards:

- ✚ Visiting professionals must not have unsupervised access to the child they are visiting.
- ✚ They must not interact with or have access to other children in the setting during their visit.

Our staff are not permitted to share information informally or seek casual advice regarding any named child or family.



Where appropriate, we consult with and refer to relevant local and national agencies. These organisations offer valuable advice and resources that enhance our knowledge and support both our staff and the families we work with.