



## Ollie's Trust

### Nursery, Breakfast & After School Club

C/o Goosnargh Oliverson's CE Primary School, Goosnargh Lane, Goosnargh, Preston PR3 2BN

Telephone 01772 866415 between 7:45am and 6:00pm

website : [www.olliestrust.co.uk](http://www.olliestrust.co.uk)

## Record Keeping

### Working in Partnership with Other Agencies

#### Policy statement

We work in partnership with local and national agencies to promote the well-being 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 well-being of children.
- Procedures are in place for the sharing of information about children and families with other agencies. These are set out in the Privacy Notice, Information Sharing Policy, Safeguarding Children and the Special Educational Needs and Disability Procedures.
- 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 respect their professional roles.
- 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.
- If a child attends another setting we always obtain permission to share development reports and other information.

Ofsted Registration No: 309872

Preschool Learning Alliance Member: 104284

- We encourage child-minders/extended family or keyworkers from other setting to be involved by inviting them to stay and play sessions, our staff visit other settings the child attends, share learning journeys, emailing information and sharing developments reports.
- We have a PICO (Parental Involvement Co-Ordinator) who is actively working towards involving as many other agencies within Ollie's as a setting to enhance the children's learning experience.
- All visitors to the setting will sign in and out of the visitor's book and wear a visitor's pass at all times.
- 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 an 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.

#### **Legal framework**

- Data Protection Act 1998
- Human Rights Act 1998
- GDPR 2018
  
- Date Policy was written and agreed by all staff:
  
- Signed:
- Position:
- Date: