

Safeguarding and Welfare Requirement: Information and Records

Working in partnership with other agencies

Policy statement

At Ready Steady Grow Pre-School, we recognise that effective partnership working with local and national agencies is essential for safeguarding and promoting the welfare, learning and development of all children. We work collaboratively with external professionals to ensure children receive timely, appropriate and coordinated support.

We share information responsibly, lawfully and transparently, in accordance with UK GDPR, the Data Protection Act 2018, EYFS 2024, and Bromley Safeguarding Children Partnership (BSCP) procedures.

We will never share your personal data with third parties for marketing or for their own independent purposes.

Procedures

Multi-Agency Partnership Working

- We work in partnership with a range of agencies including health services, social care, the local authority, specialist SEND services, early help, and education providers.
- Our aim is to promote children's health, safety, development, and emotional well-being through coordinated, child-centred practice.
- We participate in multi-agency meetings where appropriate, including Early Help, Team Around the Child (TAC), SEND reviews, and child protection conferences.

Information Sharing

We have clear procedures for sharing information, which are set out in:

- Privacy Notice
- Information Sharing Policy
- Safeguarding and Child Protection Policy
- Supporting Children with Special Educational Needs and Disabilities Policy

Information sharing follows the statutory principles of "necessary, proportionate, relevant, accurate, timely and secure."

We share information when:

- It is necessary to safeguard a child or prevent harm
- It supports identification or assessment of SEND needs
- It enables continuity of care and education

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- It is required by law or statutory guidance

All sharing is undertaken with a lawful basis, and in most cases with parental consent unless doing so would place a child at further risk.

Handling Third-Party Information

- Information provided to us by other agencies is treated as third-party information and is stored confidentially.
- We do not re-share third-party information without consent from the originating agency, unless required for safeguarding or by law.

Working with External Professionals on Site

- Professionals visiting the setting (e.g., speech therapists, social workers, SEND specialists) are welcomed and treated with respect for their professional role.
- They must show identification and sign our visitor log.
- They must not have unsupervised access to any child unless this is part of an approved and pre-arranged intervention.
- They will only access the child they are working with and no others.

Safe Professional Practice

- Staff do **not** exchange personal opinions, discuss families informally, or seek advice informally about named children or families.
- All queries or concerns about a child's welfare are raised internally with the DSL/DDSL and documented appropriately.
- Staff follow London Borough of Bromley protocols for referral, escalation and multi-agency cooperation.

Signposting and Support for Families

When appropriate, we signpost families to local and national agencies that offer support, including (but not limited to):

- Health Visiting teams
- Bromley Early Help & Family Support Services
- SEND Information, Advice and Support Service (IASS)
- Speech and language therapy (SALT)
- Community health services
- Cultural/ethnic community groups
- Drug, alcohol, or mental health support agencies

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- Welfare rights and benefits advice
- Parenting support and adult education opportunities

Our aim is to help parents access early help and specialist services that may benefit their child and family.

Legal Framework

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Children Act 1989 & 2004
- Human Rights Act 1998
- Early Years Foundation Stage (EYFS) Statutory Framework 2024
- Working Together to Safeguard Children 2023/24
- Keeping Children Safe in Education (relevant sections)
- London Borough of Bromley - BSCP Multi-Agency Safeguarding Procedures