Ready Steady Grow Pre-School

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 as amended by the Data (Use and Access) Act 2025, the EYFS statutory framework effective 1 September 2026, Working Together to Safeguard Children 2026, and Bromley Safeguarding Children Partnership (BSCP) procedures. We do not sell personal data or share it for unrelated third-party marketing purposes.

This policy has been reviewed against the current EYFS, Working Together to Safeguard Children 2026, current Bromley safeguarding and SEND arrangements, and data protection law as amended by the Data (Use and Access) Act 2025. Partnership working is child-centred, inclusive and anti-discriminatory and must support timely help, protection and continuity of care.

Working Together 2026 describes Family Help as a more seamless approach combining targeted early help and section 17 support. Where a child or family needs coordinated support, we contribute to shared assessment and planning, identify clear actions, and cooperate with the lead practitioner and relevant agencies.

Procedures

Multi-Agency Partnership Working

- We work in partnership with a range of agencies including health services, children's social care, the local authority, Bromley Early Years Inclusion Team (EYIT), Area SENCO/Advisory Teachers, speech and language and other specialist services, Family Help and family support services, education providers, police and voluntary/community organisations where relevant.
- Our aim is to promote children's health, safety, development, and emotional well-being through coordinated, child-centred practice.
- We participate in multi-agency assessment, planning and review where appropriate, including Family Help, Team Around the Child/family meetings, SEND reviews, child protection processes and transition planning. We contribute relevant information, actions and professional views and follow agreed plans and timescales.

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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 is lawful, necessary, proportionate, relevant, adequate, accurate, timely and secure. We share enough information to achieve the safeguarding, support or service purpose, but no more than is needed.

We share information when:

- It is necessary to safeguard a child or prevent harm
- It supports identification or assessment of SEND needs
- We record significant decisions to share or not share information, including what was shared, with whom, the purpose/lawful basis and any advice sought. Information is transferred using approved secure methods and access is restricted to those who need it.
- Where there are concerns about abuse, neglect, exploitation, domestic abuse, online harm or other overlapping/hidden harms, staff consider the child's wider family, community and online context and cooperate with relevant agencies. Professional curiosity and respectful challenge are expected where information or decisions do not adequately address risk.
- It enables continuity of care and education
- It is required by law or statutory guidance

Consent is not the only lawful basis for sharing information. We involve parents/carers and seek agreement where appropriate, but we share without consent where there is a lawful basis and sharing is necessary and proportionate, including to safeguard a child. We do not delay necessary safeguarding sharing while waiting for consent or internal approval.

Handling Third-Party Information

- Information provided to us by other agencies is treated as third-party information and is stored confidentially.
- Information received from another agency is handled securely and is not automatically excluded from further sharing. Before re-sharing, we consider the purpose, lawful basis, necessity, proportionality, confidentiality, any relevant restriction or exemption, and the child's safety and best interests. Safeguarding information may be re-shared without consent where lawful and necessary.

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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.
- Visiting professionals must not have unsupervised access to children unless this is necessary for their professional role, has been appropriately verified and agreed, and the setting is satisfied that safeguarding, suitability, consent/lawful-basis and supervision arrangements are appropriate.
- Professionals are given access only to the children, information and areas reasonably necessary for their role. Any access to other children or records must have a clear, lawful and safeguarding-appropriate purpose.

Safe Professional Practice

- Staff maintain professional boundaries and do not discuss families casually or disclose identifiable information unnecessarily. Professional consultation about a named child is appropriate where there is a legitimate purpose and information is shared through approved, confidential channels.
- Safeguarding concerns are recorded promptly and discussed with the DSL/DDSL. However, staff must not allow internal consultation to delay contacting emergency services or Bromley children's social care where a child may be at immediate risk or urgent action is required.
- Staff follow current BSCP and London Child Safeguarding Procedures for referral, information sharing, professional challenge/escalation and multi-agency cooperation, alongside the setting's Safeguarding and Child Protection and Escalation policies.

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 Family Help / early intervention and family support services
- SEND Information, Advice and Support Service (IASS)
- Speech and language therapy (SALT)
- Community health services
- **Digital and multi-agency working**
- Personal or confidential child/family information is only shared through setting-approved systems, portals, email accounts or other secure methods. Staff must not enter identifiable child or family information into unapproved AI tools, personal messaging accounts or

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consumer cloud services. Any approved technology must be used in line with the Privacy Notice, data minimisation, security and confidentiality requirements.

- Where a family or professional raises a concern about how their personal information has been used or shared, we follow our Privacy Notice and data-protection complaints procedure. This does not prevent or delay safeguarding action.
- For SEND, the setting works through the graduated approach and, with parental agreement where required for the service, may seek advice or referral from Bromley Early Years Inclusion Team. EYIT works with families and professionals across education, health, social care and the voluntary sector and can support joint assessment, planning and transition. A diagnosis is not required before the setting puts appropriate SEN support or reasonable adjustments in place.
- When referring to a service that requires parental agreement, such as the current Bromley EYIT referral route, we obtain that agreement and explain the relevant privacy information. This is separate from safeguarding sharing, which may proceed without consent where lawful and necessary.
- Cultural/ethnic community groups
- Drug, alcohol, or mental health support agencies
- Welfare rights and benefits advice
- Parenting support and adult education opportunities

Our aim is to help families access universal, Family Help and specialist services at the earliest appropriate stage, while respecting family voice, culture, communication needs and reasonable adjustments. Where safeguarding requires action, a referral is not dependent on parental consent.

Data (Use and Access) Act 2025
Children Act 1989 and 2004; Children and Families Act 2014; Equality Act 2010
Policy updated: September 2026. Review: September 2027, or sooner following statutory, local safeguarding, SEND or data-protection changes.

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 for group and school-based providers, effective 1 September 2026
- Working Together to Safeguard Children 2026

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- SEND Code of Practice: 0 to 25 years (where applicable) and current Bromley SEND Local Offer / Early Years Inclusion arrangements
- Bromley Safeguarding Children Partnership (BSCP) procedures and London Child Safeguarding Procedures