56. WORKING IN PARTNERSHIP WITH OTHER AGENCIES

Policy statement

At ASK, 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.
- We have procedures in place for the sharing of information about children and families with other agencies. These are set out in our Privacy Notice, Information Sharing policy, Safeguarding Children and Child Protection policy and the Supporting Children with Special Educational Needs policy.
- 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 at ASK and respect their professional roles.
- We follow the protocols for working with agencies, for example on child protection.
- We ensure that early years educators from other agencies do not have unsupervised access to the child they are visiting at ASK, and do not have access to any other child or children during their visit.
- Our early years educators do not casually share information or seek informal advice about any named child or family.
- When necessary, we consult with, and signpost to, local and national agencies that offer a wealth of advice and information that help us to develop our understanding of the issues facing us, and who can provide support and information for parents/carers. For example, ethnic/cultural organisations, drug/alcohol agencies, welfare rights advisors, or organisations promoting childcare and education, or adult education.

Agency staff and external private professionals (e.g. private speech and language therapists) do not have unsupervised access to any child or children during their time at ASK.

There are also additional procedures for external private professionals visiting children at ASK:

- The professional will not work in isolation with the named child and should be visible to others.
- It is recommended that an employed member of staff of ASK will be present, working alongside the professional.

- External professionals will be required to produce ID, up to date DBS details, and professional status, and this information will be kept on file during the time that they are working within ASK.
- Agreement needs to be drawn up detailing where sessions will take place and the number and duration of the session/sessions.
- Consent from parents will need to be obtained.
- Information sharing procedures need to be agreed between ASK, parents/carers, and external private professionals.
- ASK will be required to adhere to confidentiality procedures.

This policy was adopted by:	ASK Kindergarten & Clubs
On:	May 18, 2026
Date to be reviewed:	May 18, 2027
Signatory:	Mark Stewart
Role of Signatory:	Owner & Ofsted Registered Provider